Subcontract Request Form

The Office of Sponsored Programs recently developed a **Subcontract Request Form**. The purpose of the form is to provide OSP with essential information needed to effectively and efficiently draft outgoing subcontracts/subawards. Use of the form will standardize the subcontract request process, as well as provide additional security to American University and Principal Investigators (PIs) by ensuring subcontracts are drafted in accordance with the PIs request. It will also help reduce the number of errors and unnecessary communication between OSP and PIs (or designee) prior to drafting and finalizing subcontracts.

**Effective August 1, 2013,** OSP will require the PI (or designee) to submit the subcontract request form with required attachments such as the subcontractor’s Scope of Work (SOW), Budget, etc. prior to OSP drafting and issuing subcontracts/subawards to subcontractors or subawardees to perform work via a sponsored grant or contract awarded to AU.

The Subcontract Request Form is a PDF fillable form designed for easy use. The form is accessible via the OSP website on the [Forms and Templates page] (https://osp.american.edu/forms/).

Grant Development Workshop

Hosted by the Grant Training Center, this two-day grant proposal workshop will be held on July 23-24 at Howard University in Washington, D.C. It is geared for those who wish to strengthen their grant writing skills and those who wish to acquire and master the techniques of preparing, writing and winning proposals from various funding agencies.

For complete event details, go here >>
Data Management Plans

The National Science Foundation (NSF) and other federal funding agencies require proposals to include plans for managing data and sharing the results of research that it funds. The Data Management Plan should detail how the proposal will conform to the sponsor’s policy on the dissemination and sharing of research results. If no data are involved in a particular proposed project, the Data Management Plan can be very short and simply state this fact.

Many factors—some of them discipline or field-specific—are involved in the management of data. The Data Management Plan should reflect best practices in the area of research, and it should be appropriate to the data produced. The process of preparing a Data Management Plan gives the PI and collaborators an opportunity to address prior to starting the project, such matters as:

- The types of data that the project might generate and eventually share with others, and under what conditions;
- How data are to be organized, managed, maintained, archived, curated, and protected against distortion;
- Factors that might complicate or compromise the data or their management, for example possible legal or ethical restrictions, human subject concerns, etc.;
- The level at which data are to be aggregated, prior to sharing them with others in the scientific community, given that community’s norms on data;
- The mechanism for sharing data and/or making them accessible to others;
- Other types of information that should be maintained and shared regarding data, e.g. the way it was generated, analytical or procedural information, and any associated metadata.

What type of data is covered under a Data Management Plan?

The federal definition of data covered by a Data Management Plan is provided in 2 CFR 215, Uniform Administrative Research Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (also known as OMB Circular A-110). Research data is defined as: “The recorded factual material commonly accepted in the scientific community as necessary to validate research findings, but not any of the following: preliminary analyses, drafts of scientific papers, plans for future research, peer reviews, or communications with colleagues. This 'recorded' material excludes physical objects (e.g., laboratory samples). Research data also does not include:

A. Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law; and
B. Personnel and medical information and similar information, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.”

Sample Outline for a Data Management Plan

A Data Management Plan typically contains the following sections; however please check the sponsor’s specific requirements:

- Data description and nature of the data: This section should provide a general overview of the nature of the data or other materials produced under the funding agency’s sponsored project. What are the characteristics of the data? What type of data will be generated? If your data is of a sensitive nature (related to human subjects for example), it should be noted in this section and addressed more fully in later sections.
- Standards to be used for data and metadata format and content: This section should provide a short summary of the data standard and metadata standards you will use over the course of your projects. The term, “metadata” refers literally to “data about the data,” and they usually take the form of a list of elements used to describe the data. What file formats will be used for the data (if applicable)? What metadata will be collected and maintained to make the data meaningful?
- How will the project save the details of the data and metadata? How will the accuracy and validity of the data and metadata be assured?
- Describe the method for preserving the data: This section should provide a short summary of how the data will be preserved and made available for sharing. Some of the issues to be addressed are:
Will the data be shareable? (If the data will not be shareable, please explain why here.)

How and when will you make the data available? (If there are any embargo periods due to contractual arrangements, please detail those here.)

What is the process others would use for gaining access to the data?

Does the original data collector/creator/principal investigator retain the right to use the data before opening it up to wider use? If yes, for how long?

What, if any, provisions will be made for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements as necessary?

State how long the data will be kept: 2 CFR 215 (OMB Circular A-110) mandates that original data be kept at least 3 years from the end of the project providing there are no ongoing investigations. However, the common practice is to keep the original data in perpetuity. Some issues you might want to address in this section are:

- What is the long-term strategy for maintaining and archiving data?
- Where will the data be stored?
- What transformations will be needed to allow data sharing (de-identifying or aggregating the data, etc.)?
- What metadata and/or documentation will be created and where will it be stored?
- How long will the data be kept?

References and helpful links

- NSF Overview of the Dissemination and Sharing of Research Results (including Directorate-level guidance)
- NSF Data Sharing Policy
- NSF Data Management Plan Requirements
- NSF Data Management Plan “Frequently Asked Questions”
- Guide to Data Management Plans

To access all our sample Data Management Plan templates, click here >>
Each month, OSP Monthly will highlight a specific American University faculty member for their contributions in providing cutting-edge research that serves to create and advance knowledge, enrich the resources of our educational community while answering and accelerating challenging issues we face today. This month, we are featuring Jeffrey Kaplan, Director for the Center for Food Studies and Associate Professor in the Department of Biology.

Q&A with Jeffrey Kaplan

Q: Please tell us about your center:
**Jeffrey:** Established in 2012, the Center for Food Studies is a diverse group of faculty and students at American University who carry out research on the social, political and economic aspects of food. Our members span the social and hard sciences, the humanities, and schools of law, business, communication, education, international relations and public affairs.

Q: In your own words, what is the main purpose/importance of your research?
**Jeffrey:** A main goal of the center is to assemble interdisciplinary teams of researchers who can understand and solve food-related problems in order to improve the lives of people worldwide. We also aim to provide a forum for foundation, government, industry and academic leaders to discuss food issues and policies, to heighten visibility of food-related research at American University among a broader food scholars community, to create unique research and learning opportunities for students, and to provide service to the Washington D.C. community and beyond.

Q: What type of research is your center primarily focused on?
**Jeffrey:** Because of the broad impact of food on society, our research areas are quite diverse. Our major areas of research include food culture, diet and disease, food security, food sovereignty, food safety, sustainable agriculture and food policy. Some of our current focus areas include Latino childhood obesity and farm use of antibiotics.

Q: What are some of the ways to learn and find out about your research?
**Jeffrey:** Information about our center and our members is available on the American University Center for Food Studies website.
Searching for Funding Opportunities

As mentioned in the May issue of OSP Monthly, the Office of Sponsored Programs will conduct a series of information sessions for faculty and staff who are interested in independently searching for funding opportunities. The information sessions will provide training on how to use our current funding opportunity databases, and will assist faculty and staff in developing user profiles to receive direct funding opportunities related to their research interests. The information sessions are planned for Fall 2013 and will continue through Spring 2014.

Additional information on registration and participation will be announced soon.
RAC Program: Fall 2012—Spring 2013

OSP and GCA would like to personally congratulate those additional staff who have successfully completed our Research Administration Certification (RAC) Program. Congratulations!

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<tr>
<th>Name</th>
<th>Title</th>
<th>Academic/Business Unit</th>
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<tr>
<td>Heather Kuchman</td>
<td>Financial Manager</td>
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<td>Lindsey Lash</td>
<td>Sr. Administrative Assistant</td>
<td>CAS—Computer Science &amp; Physics</td>
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<td>Cathy Samuels</td>
<td>Director, Contract Administration</td>
<td>CAS—Dean’s Office</td>
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A graduation reception honoring all of our graduates has been planned for August 2013:

Event Details
Date: August 7, 2013
Time: 10:00—12:00pm
Location: MGC 5, Mary Graydon Center

Please mark this date on your calendar. Light refreshments and food will be served. We look forward in celebrating this achievement with you!

NCURA Federal Contracts Certification Course

We would like to announce Rachel Pentlarge, Grant and Contract Manager in the Office of Sponsored Programs, has successfully completed the NCURA Federal Contracts Certification course.

The course entitled ‘A Primer on Federal Contracting,’ is a thorough overview of the federal contract process and includes such learning points as:

- How federal contracts differ from grants and cooperative agreements
- Roles and responsibilities of the principal players
- Applicable regulations guiding the federal contracting process, from application to closeout
- Fundamentals of federal contract negotiation
- How to recognize, assess, and manage the risks associated with federal contracts
- Strategies for implementing and managing federal contracts, pre-award through post-award

Join us in congratulating Rachel on this accomplishment!
FUNDING OPPORTUNITIES

Trust for Mutual Understanding

**Grants for International Travel Assistance—Cultural & Environmental Exchange—Russia & Eastern Europe**

The Trust for Mutual Understanding awards grants to American nonprofit organizations to support the international travel component of cultural and environmental exchanges conducted in partnership with institutions and individuals in Russia and Central and Eastern Europe. Priority consideration is given to projects that involve direct, in-depth professional interaction, with the potential for sustained collaboration; that show evidence of professional accomplishment and innovation; and/or that respond to social contexts and engage local communities.

**Deadline:** August 1, 2013

Stanley Thomas Foundation

**Grant Program**

The Will of the Foundation's founder was to "alleviate the conditions of peoples in times of war and of refugees" and "promote the fine arts" as well as "scientific research, particularly in the field of medical sciences". The sponsor supports projects related to the performing and visual arts; assisting individuals affected by conflict and violence; scientific research, particularly in the areas of health and well-being; and providing access to vocational training and education.

**Deadline:** August 5, 2013

National Endowment for the Humanities

**America’s Historical and Cultural Organizations: Planning Grants**

America’s Historical and Cultural Organizations (AHCO) grants provide support for museums, libraries, historic places, and other organizations that produce public programs in the humanities.

**Deadline:** August 14, 2013

National Endowment for the Humanities

**Fellowship Programs at Independent Research Institutions**

Grants for Fellowship Programs at Independent Research Institutions (FPIRI) support fellowships at institutions devoted to advanced study and research in the humanities. NEH fellowships provide scholars with research time and access to resources that might not be available at their home institutions. Fellowship programs may be administered by independent centers for advanced study, libraries, and museums in the United States; American overseas research centers; and organizations that have expertise in promoting research on foreign cultures. Individual scholars must apply directly to the institutions themselves.

**Deadline:** August 15, 2013

Elizabeth Firestone Graham Foundation

**Grant**

The foundation is dedicated to fostering awareness and appreciation of contemporary visual art, particularly through catalogues and other publications that document art produced by emerging or under-recognized artists. The foundation is also interested in special projects that attempt to bring together artists and the community and in efforts to provide exposure to contemporary art where it may not otherwise be seen.

**Deadline:** August 15, 2013

American Musicological Society

**AMS Subventions for Publications**

Through funding provided by the National Endowment for the Humanities, the Andrew W. Mellon Foundation, The Gladys Krieble Delmas Foundation, and the generous contributions of many individual donors, the Publications Committee of the American Musicological Society makes available funds to help with expenses involved in the publication of works of musical scholarship, including books, articles, special issues of journals, and works in non-print media. Individual authors or editors, or their sponsoring organization, society, or department, may apply for assistance to defray costs not normally covered by publishers, such as illustrations, musical examples, facsimiles, accompanying audio or video examples, and permissions. (Author subventions required by publishers are not eligible for reimbursement under the AMS program of subventions for individuals. In such cases, publishers should apply directly to the AMS under the "publishers' subventions" program.)

**Deadline:** August 15, 2013

John Fitzgerald Kennedy Library and Museum

**Research Grants and Fellowships**

The John F. Kennedy Library Foundation offers competitive research fellowships every year to scholars and students who wish to make use of the archival holdings (including audiovisual materials) of the John F. Kennedy Presidential Library.

**Deadline:** August 15, 2013
FUNDING OPPORTUNITIES

Social Sciences & Sciences

National Science Foundation
Science, Technology & Society
STS considers proposals for scientific research into the interface between science or technology, and society. STS researchers use diverse methods including social science, historical, and philosophical methods. Successful proposals will be transferable (i.e., generate results that provide insights for other scientific contexts that are suitably similar). They will produce outcomes that address pertinent problems and issues at the interface of science, technology and society, such as those having to do with practices and assumptions, ethics, values, governance, and policy.
Deadline: August 1, 2013

The Crane-Rogers Foundation Institute of Current World Affairs
Target of Opportunity Fellowships
The Crane-Rogers Foundation Institute of Current World Affairs invites applications for Target of Opportunity Fellowships. The primary purpose of the institute is to provide talented individuals an opportunity to develop a deep understanding of an issue, country, or region outside the United States and to share that understanding with interested segments of the English-speaking public. Target of Opportunity Fellowships are offered for the study of issues or areas of the candidate's own choice, or for study in areas of interest expressed by members of the institute. Areas of particular interest to the Institute include Burma, India, Iran, North Africa, Russia, Venezuela, and Southeast Asia, but candidates may seek fellowships in any country.
Deadline: August 1, 2013

Russell Sage Foundation
Project Awards
The Foundation's awards are restricted to support for basic social science research within our announced programs. Our website, biennial reports, and other publications provide descriptions of each of these programs and examples of the research we have supported in the past. We provide support primarily for analyzing data and writing up results, but we occasionally consider larger awards for projects that are highly relevant to the Foundation's program goals.
Deadline: August 1, 2013

American Cancer Society
Clinical Research Professorships
The American Cancer Society offers a limited number of grants to established investigators in mid-career who have made seminal contributions that have changed the direction of clinical, psychosocial, behavioral, health policy or epidemiologic cancer research. Furthermore, it is expected that these investigators will continue to provide leadership in their research area. Up to two Clinical Research Professor awards are made annually for a five-year term that can be renewed once. The award of up to $80,000 per year (direct costs only) may be used for salary or research project support.
Deadline: August 1, 2013

Department of State
US Embassy Islamabad PAS Grants Program
The U.S. Embassy Public Affairs Section (PAS) in Islamabad is soliciting proposals for grants from not-for-profit, non-governmental organizations, think tanks, and academic institutions that focus on one of the priority areas specified below. 1. Expand Media Engagement: By providing journalists, professional associations, or press clubs with training in new or traditional media forms that also support objective media and professional standards in journalism. 2. Strengthen People-to-People Ties: Increase mutual trust and understanding through art and cultural exchanges, and other programs that connect Americans and Pakistanis in meaningful ways. 3. Increase Community Engagement: Build local capacity and generate narratives to confront ideological support for terrorism. 4. Build and Strengthen Local Partners: To develop capacity of local partners through long-term, self-sustaining relationships that will support ties between U.S. and Pakistani peer institutions & U.S. goals.
Deadline: August 1, 2013

Department of State
US Embassy Kinshasha Public Affairs Section Public Diplomacy Small Grants Program
The PAS awards a limited number of grants to individuals, non-governmental organizations, think tanks, and academic institutions. These institutions may be located in the Democratic Republic of the Congo (DRC) or abroad. The PAS Small Grants Program supports projects whose focus is on the DRC, and which: 1. Engage Local Communities 2. Raise Awareness of U.S. Culture and Values 3. Build the Capacity of Members of the Media.
Deadline: August 1, 2013
Department of Education
Disability & Rehabilitation Research & Training Program: Promoting Healthy Aging for Individuals with Long-Term Physical Disabilities
The purpose of this plan is to conduct research, demonstration projects, training, and related activities, including international activities, to develop methods, procedures, and rehabilitation technology that maximize the full inclusion and integration into society, employment, independent living, family support, and economic and social self-sufficiency of individuals with disabilities, especially individuals with the most severe disabilities, and to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended (Rehabilitation Act).
Deadline: August 6, 2013

National Institutes of Health
Research on Children in Military Families: The Impact of Parental Military Deployment & Reintegration
The purpose of this funding opportunity announcement (FOA) is to encourage interdisciplinary conferences and meetings to examine critical questions regarding the impact of parental military deployment, combat-related stress and reintegration with the family on child social and affective development outcomes as well as on family functioning.
Deadline: August 12, 2013

Administration for Children and Families
Family Violence Prevention & Services Discretionary Grants: Culturally Specific Trauma Services for Families Impacted by Domestic Violence
The Administration for Children and Families, Administration on Children, Youth and Families, Family and Youth Services Bureau announces the solicitation of applications for grants under the Family Violence Prevention and Services Discretionary Grants program to implement Culturally—Specific Trauma Services for families impacted by domestic violence. The intent is to build and sustain organizational capacity in delivering trauma-informed, developmentally sensitive, culturally relevant services for children, individuals, and families affected by domestic violence, dating violence, family violence, and other traumas. This program will build and expand upon the progress of culturally-specific and community-based domestic violence programs in reducing pervasive and harmful impact of violence and trauma by implementing culturally relevant trauma-informed, evidence-informed, or evidence-based interventions for individuals and families who are from diverse and historically marginalized communities.
Deadline: August 12, 2013

American Sleep Medicine Foundation
Strategic Research Award
The ASMF is interested in measuring value in sleep medicine. Value is a ratio of measures of quality, service, safety, and outcomes in the numerator divided by costs over time in the denominator.
Deadline: August 15, 2013

Sociological Initiatives Foundation
Action Research Projects
The Sociological Initiatives Foundation is dedicated to the belief that research and action are intrinsically inseparable. We invite concept proposals for projects that link an explicit research design to a concrete social action strategy. Projects should also have clear social change goals. SIF has funded projects in the areas of civic participation, community organizing, crime and law, education, health, housing, immigration, labor organizing, and language/literacy.
Deadline: August 15, 2013

Sloan Research Fellowships
Fellowships in Natural Sciences, Mathematics & Economics
The Sloan Research Fellowships seek to stimulate fundamental research by early-career scientists and scholars of outstanding promise. These two-year fellowships are awarded yearly to 126 researchers in recognition of distinguished performance and a unique potential to make substantial contributions to their field.
Deadline: September 16, 2013

National Science Foundation
Doctoral Dissertation Improvement Grants in the Directorate for Biological Sciences (DDIG)
The National Science Foundation awards Doctoral Dissertation Improvement Grants in selected areas of the biological sciences. Proposals must fall within the scope of any of the clusters in the Division of Environmental Biology (DEB) or the Behavioral Systems Cluster in the Division of Integrative Organismal Systems (IOS). These grants provide partial support of doctoral dissertation research for improvement beyond the already existing project. Allowed are costs for doctoral candidates to participate in scientific meetings, to conduct research in specialized facilities or field settings, and to expand an existing body of dissertation research.
Deadline: October 10, 2013
Funding Opportunities

National Institutes of Health
NIH Funding Opportunities—Grants & Funding Page
(Search by keywords to narrow down your search to locate funding opportunities)

Education

Fulbright Program
East Asia and the Pacific China - Study of the United States
The sponsor provides lecturing awards on the study of the United States at key institutions of higher education throughout China in conjunction with the Ministry of Education. All teaching will be in English. The award is for five or ten months.
Deadline: August 1, 2013

Chesapeake Bay Trust
Mini Grants Program—K-12 Environmental Education Requests
The Mini Grant Program is designed to engage D.C., Delaware, Pennsylvania, Maryland, Virginia, and West Virginia citizens and students in activities that raise public awareness and participation in the restoration and protection of the Chesapeake Bay and its rivers. Through the Mini Grant Environmental Education Program, the Trust seeks to increase student awareness and student involvement in the restoration and protection of the Bay and its local streams and rivers.
Deadline: August 9, 2013

International Education Research Foundation
Sepmeyer Research Grant Program
IERF’s mission is to research and disseminate information on world educational systems and to facilitate the integration of individuals educated outside the United States into the U.S. educational environment and work force. IERF accomplishes this by: 1) conducting and supporting comprehensive, quality research on world educational systems 2) sharing its research findings with the international community and 3) providing research-based credentials evaluations and related services.
Deadline: August 15, 2013

Brady Education Foundation
Research & Program Evaluations in Early Education
The Brady Education Foundation seeks to close the achievement gap for children at risk for poor school outcomes due to environmental factors associated with living in poverty. The Foundation pursues its mission by promoting collaboration between researchers and educators via the funding of research and program evaluations in education. The Foundation funds two types of projects: 1) evaluations of existing model programs 2) innovative research on model development, including both efficacy and effectiveness studies.
Deadline: August 15, 2013

General

Federal Contracts
Federal Business Funding Opportunities
(Search by keywords to narrow down your search to locate funding opportunities)
Office of Sponsored Programs
Who We Are

The Office of Sponsored Programs is responsible for all pre-award and non-financial post-award functions including proposal submissions, the negotiation and acceptance of all sponsored awards and agreements on behalf of American University. OSP assists AU faculty and staff with proposal preparation, interpretation of sponsor policies/guidelines, including applicable regulations, sponsored programs training, education, and communication. OSP works closely with the Grants and Contracts Accounting (GCA) team in managing all externally funded sponsored awards. Specific OSP services include:

- Assist with the proposal budget preparation and development
- Research and disseminate funding opportunities
- Facilitate institutional routing/approvals of proposals
- Submit proposals and other required documents to sponsors
- Assist with electronic proposal development and submission
- Provide institutional certification and/or assurances when required
- Serve as liaison between the University and sponsor to resolve sponsored award related concerns/issues
- Initiate sponsored award account set-up
- Facilitate sponsored award close-out functions
- Host regular events to educate faculty and staff with the administration of sponsored awards
- Ensure compliance with applicable federal, state, local and University policies and regulations

Encourage those who are not on the newsletter subscription list to join!
Subscribe by sending an email with your name and academic/business unit to Newsletter-L@listserv.american.edu

Here is some of what to expect in next month’s OSP Monthly:

- Additional Grant Writing Workshops
- Final event details for our upcoming RAC graduation ceremony
- OSP Spotlight with Kim Blankenship, Chair, Department of Sociology and Director for the Center on Health, Risk, and Society
- Schedule for information sessions on funding search training

CONTACT INFORMATION

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