Message from Jim Casey, OSP Director

Reminder: Memos Outlining Distribution of F&A Costs on Sponsored Projects

This is a reminder that if PIs and their deans/units want to arrive at agreements to distribute F&A (overhead) costs on specific sponsored projects, the deans of the relevant academic units should sign a memo at the proposal stage outlining the specific agreement terms. This memo should be transmitted to OSP during the proposal routing process for inclusion in the proposal file.

Having a memo in the proposal file, if the proposal is funded, ensures that it is easy to implement the agreement. Relying on phone calls or emails to illustrate the agreement six months, or a year, or a longer period down the road, is not the optimal method for quick implementation of the agreement. Often times, reconstruction of an agreement in the future, without a written memo, is very difficult. As an additional reminder, the implementation of the agreement is done by the relevant academic unit(s) in coordination with the Budget Office.

Thank you in advance for being proactive on this issue.

Jim Casey
OSP Director
Let’s Agree to Agree(ment): Sub-award and Vendor Agreements
By: Perrinne Kelley, Grants & Contract Manager, OSP

More and more of American University prime awards include sub-awards - which is great that we are able to collaborate with other institutions and universities to do great research. So what is the difference between a sub-award or a vendor agreement? How does one know which one to use? By reading this article, one will be able to determine which type of agreement one has and how to proceed.

A sub-award, as defined by the OMB Uniform Guidance, is an award provided by a pass-through entity to a subrecipient for it to carry out part of a program for which the prime recipient received Federal support. The subrecipient does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement including an agreement, subaward agreement, subcontract or a consortium. An example is an American University PI that specializes in the Chesapeake Watershed. A PI from Georgetown University reaches out to AU PI and requests participation on their prime NIH award. The AU PI will collect and analyze data from the Chesapeake Watershed and send results to Georgetown. The results of the data is vital to the prime awards’ outcome and results; therefore, this would be considered a subaward to AU.

Vendors are organizations or companies that provide goods and services to many different purchasers. Goods or services provided do not support project goals directly. Instead, the prime recipient uses the goods and services to accomplish project goals. An example is a PI needs some blood work processed to see if it contains a certain enzyme. The PI will use the HemoBlood Company that will collect the data and send the results to the PI. The PI will then analyze the data in order to complete the objectives of the award. The HemoBlood Company is not analyzing data, they are only processing the blood; therefore, they will be considered a vendor.

In other words, if there is programmatic work on the project, including project deliverables such as reports, AU would issue a sub-award agreement. If there is no programmatic work on the project, AU would issue a vendor agreement.

How Subawards and Vendor Agreements are Processed at AU

The sub-award process starts at the proposal stage with the PI, the Department and the Office of Sponsored Programs. Once the PI has selected a sub-recipient to be included in the proposal, the PI and Department will work with OSP to create a budget. The sub-award proposal should include a statement of work, budget, and a budget justification. The OSP Pre-Award Manager will send out the Sub-recipient Commitment Form which will capture important audit, tax, and compliance information. Once the form has been completed, the proposal is ready for submission to the sponsor.
Once the proposal has been awarded, OSP will work with GCA to issue a project brief and account number. After the project brief has been released from GCA, the PI will need to complete the OSP Subaward Form along with the most updated statement of work, budget, and budget justification.

It is up to the PI to decide which type of agreement is needed. If in doubt, always reach out to the Office of Sponsored Programs to help make that determination.

OSP will create the sub-award agreement and send it to the PI and Department for review. Upon completion of the review, the sub-agreement is sent to the sub-recipient for signature and then returned to AU. Once the subaward has been fully executed, the subaward Institution can begin work and start invoicing per the payment schedule.

Vendor agreements, also known as Professional Service Agreements (PSA), are processed through the department. The template can be found on the OSP website. The PI or their designee will be able to create and sign PSA under $10,000. For all agreements over $10,000, the PI or designee will create the PSA and send to the Director of Contracting and Procurement Purchasing, Brian Blair, for signature.

There are many different mechanisms used to collaborate with institutions and vendors. This article has provided the most common mechanisms used at AU. It is up to the PI to decide which type of agreement is needed. If in doubt, always reach out to the Office of Sponsored Programs to help make that determination.
Training the Future Research Administrator
By Joe Gesa, Electronic Research Administrator, OSP

According to the most recent National Science Foundation Higher Education Research and Development (HERD) survey, total university-performed Research and Development (R&D) expenditures in the Science and Engineering disciplines alone have risen from $255 million in 1953 to nearly $64 billion in 2014. This increase in funding and subsequent regulatory burden on grantee institutions has demanded that they employ a cadre of trained, professional, research administrators. Evidence of this demand can be seen in the rise of several Master of Research Administration programs at institutions like: Emmanuel College, Rush University, University of Central Florida, and Johns Hopkins University.

The first of these programs, and the one I chose to attend, began at Emmanuel College in 2010. Emmanuel’s Master of Science in Management of Research Administration is an online program requiring 36 credits (11 Courses). The broad-based approach teaches students to not only to be highly effective administrators, but future leaders within the profession. The program begins with classes that cover the core competencies of research administration. These include: Introduction to Research Administration, Compliance, Regulatory Environment, and Legal Issues; Contracts, and Accounting for Sponsored Projects. The program then shifts focus to those courses intended to hone leadership skills.

The opportunity to learn from people who draw their experience from institutions like Harvard, MIT, and the Federal Reserve Bank of Boston made the program challenging, while the online format made it flexible enough to accommodate my personal and professional life. Interacting with research administrators from around the country allowed me to gain multiple perspectives on the best practice approaches to many administrative tasks. Because of the Emmanuel program, I am a more capable administrator and a more confident leader. To find the program that fits your goals, please follow these links: Emmanuel College, Rush University, University of Central Florida, Johns Hopkins University.
American University– Office of Sponsored Programs– November Awards Overview

In November 2015 (FY 2016), the Office of Sponsored Programs recorded the following grants for American University researchers.

**College of Arts and Sciences - Anthropology**
PI: Sibel Kusimba
Title: Group versus Individual Strategies: Dynamic Social Networks of Mobile Money among Women in Western Kenya
Sponsor: University of California at Irvine
Funding Source: Bill & Melinda Gates Foundation
Funds: $11,375.00

**School of Communication - Center for Social Media**
PI: Caty Borum Chattoo
Title: The Role of Comedy in Social Change
Sponsor: Bill & Melinda Gates Foundation
Funds: $115,855.00

**School of International Service - International Development**
PI: Robin Broad
Title: From National Responsible Gold-Mining to Global Investment & Trade Policy
Sponsor: Voices for a Sustainable Future
Funds: $24,668.00

**School of Public Affairs - Justice, Law & Criminology**
PI: Lynn Addington
Title: Intimate Partner Violence, Stalking and Sexual Violence Among Non-College Attending Emerging Adults: Exploring the Prevalence of the Problem and Utilization of Victim Services
Sponsor: U.S. Department of Justice - National Institute of Justice
Funds: $39,958.00

**Washington College of Law - Center for Human Rights & Humanitarian Law**
PI: Juan Mendez
Title: Anti-Torture Initiative Gender and Torture Project
Sponsor: Institute of International Education
Funding Source: Ford Foundation
Funds: $15,000.00
Editorial Assistance for Proposal Writing at American University

Who Should Utilize this Service?
All faculty and administrators who prepare any type of proposal for external funding.
In particular:
- New faculty.
- Faculty who have never before secured external funding.
- Groups of faculty collaborating on one grant proposal.
- Principal Investigators (PIs) for whom English is not their first language.

Why Would You Benefit from Our Assistance?
Writing a grant proposal is different from any other kind of writing.
We have experience in developing, writing, reviewing, and editing proposals for funding.
For more than 35 years, we have been facilitating the growth and success of professionals.
- Dr. Pollack was a faculty member in the Chemistry & Biochemistry Department at the University of Maryland Baltimore County (UMBC) from 1970 to 2007 and has been Associate Vice President for Research at UMBC since 2007.
- Ms. Wides was Assistant Staff Director for Information Services at the Federal Election Commission from 1985 to 2001, and has spent 40 years helping experts in a variety of fields make their good writing even better and more successful.

There is no charge to you.

What Services Are Provided?
The kinds of support we provide depend upon the PI’s wishes and needs and upon the timing of our involvement in the proposal preparation.
- Formulation of strategy for planning and developing the PI’s proposal.
- Assistance in meeting the funding agency’s application requirements and review criteria.
- Editorial help to improve the organization, clarity, and compelling message of the application.

Whom Should You Work With?
Dr. Pollack
- All proposals for math, science, and business.
- Government (state and federal) proposals for the social sciences.

Ms. Wides
- All proposals in the arts and the humanities.
- Foundation proposals for the social sciences.
- Reviews a one-to-two page summary of the proposal.
The Process: What Does Dr. Pollack Do?

Provides editorial assistance to all PIs in the sciences, social sciences, math, and business.
Meets with PI early in the process to discuss general strategy and the fundability of the idea.
Helps determine whether the idea is appropriate for the specific funding agency.
Helps develop a clear objective for the proposal and specific aims to further the objective.
Helps set a timetable for writing.
Reviews a one-to-two page summary of the proposal.
Helps develop a proposal outline that addresses all of the funder’s review criteria.
Reviews the first draft—and suggests edits—of each section of the proposal.
Works with PI to develop overall organization and to ensure that all review criteria are addressed.
Conducts workshops on proposal writing.

The Process: What Does Ms. Wides Do?

Provides editorial assistance to PIs in the social sciences, the arts, and the humanities. She also provides editorial assistance for applications with multiple authors and for applicants who need support related to written expression.
Meets with PIs early on to learn about the proposal, to hear about challenges in shaping the proposal, and to decide how we will communicate over coming weeks and months.
Works with PI to clarify the purpose, focus, and “pitch” of the application.
Works with PI to develop overall organization and ensure compliance with funder’s requirements and review criteria.
Edits the narrative, treatment or methodology, the bibliography, footnotes, and resumes.
Establishes consistent language (including word choice, punctuation, grammar, and syntax).

Why Is Editorial Assistance Important?

Competition for grant funding is intense. An exceptionally well-written proposal captures the reviewer’s attention and interest immediately. That is your goal. The more effectively your proposal communicates the purpose, importance, and uniqueness of your project, the better your chances of receiving a serious review and securing the grant. Reviewers associate a clear, well-written proposal with a thoughtful, organized mind. Accurate and consistent language demonstrates the PI’s ability to give attention to detail — which reviewers regard as necessary to the successful execution of a grant project.
What Don’t We Do?
Obtain funder’s forms and specifications.
Devise a strategy on communication with funder.
Develop budgets or provide other parts of proposal, e.g., draft letters of recommendation.
Carry out supportive functions provided by OSP and other AU departments and offices.

How Much Time is Necessary Before the Due Date of the Proposal?
We recommend that you initiate discussions with us at the earliest stages of proposal preparation.
It’s best to begin two to three months before the due date; at a minimum, one month before.

Contact Information?
To schedule an appointment, contact Ms. Anita Brown (abrown@american.edu) in the Office of Graduate Studies for a referral to either Dr. Pollack (pollack@umbc.edu) or Ms. Wides (lwides@verizon.net).

Tips for Success
Obtain the funder’s guidelines and review criteria before you begin to write the proposal.
Comply with the funder’s requirements as to categories of information, their order of presentation, and length of each section.
Work with one “master” copy.
OSP—Sponsored Research: A Year In Review

GCA/OSP 2015 Staff Retreat

GCA/OSP 2015 Sponsored Research Day

GCA/OSP 2015 Staff Retreat

GCA/OSP 2015 Sponsored Research Day

GCA/OSP 2015 Sponsored Research Day
For a student in the humanities, there is no richer lesson than experiencing firsthand the complexities and contradictions of another culture. From June until August 2016, I will have the opportunity to intimately encounter Russia. As the recipient of the Carmel Institute’s James Symington Award, I have obtained $10,000 to study Russian language, culture, and politics at the Moscow State Institute of International Relations. Receiving the award itself was a public honor, as I spoke in front of a distinguished audience at a black tie gala.

On November 17th, 2015 the Russian American Cultural Cooperation Foundation held its annual celebration, this time honoring the career and achievements of former Congressman James Symington. Consistent with the Foundation’s goals, the dominant theme was reconciliation between the United States and Russia, and the atmosphere was thick with camaraderie. The setting, the official residence of the ambassador of the Russian Federation to the United States, His Excellency Sergey Kislyak, was stately, yet intimate. As I strolled up the grand staircase and entered the opulent ballroom, the majestic nature of the evening became entirely surreal.

While the aesthetics were astounding, the true lessons of the evening are even more salient; with solidarity and collaboration, anything is possible. I continue to reflect on the fascinating opportunity ahead of me and how it will transform me academically and personally. Cultural cooperation and sponsored research are the key factors that make these unique opportunities possible. After all, we all stand on the shoulders of others.

The Carmel Institute, under the visionary leadership of Dr. Anton A. Fedyashin, and with the generous support of Susan Lehrman, is dedicated to expanding the minds and horizons of students through a positive experience of Russian culture. I can personally testify as to the tremendous impact that the Institute’s events and support have had on me, and it is because of its encouragement that I look forward to the next exciting chapter of my life.
Note: Please note that these offerings are a sampling of what is available via our search funding tools and serve as examples for you to consider. If you have not attended a “search funding tool” training session, we encourage you to do so. Performing an individualized search, tailored to your unit or specific research interests will provide the most exhaustive means of locating resources. Please contact Afelder@american.edu with any questions related to our search funding tools.

**College of Arts and Sciences**

**United States Department of Health and Human Services (HHS) - Early Career Award in Chemistry of Drug Abuse and Addiction (ECHEM) (R21/R33)**

This Funding Opportunity Announcement (FOA) seeks to facilitate the entry of new-to-NIH investigators into basic chemistry research applied to drug abuse and addiction. It is intended to encourage early career chemists (or chemists new to NIH) to develop probes that aid basic research investigations on drug abuse and/or identify new or better templates as lead compounds with potential for conducting structure activity relationship (SAR)-function studies.

**Deadline: January 7, 2016**

**John Templeton Foundation - Core Funding Areas**

A number of topics - including creativity, freedom, gratitude, love, and purpose - can be found under more than one Core Funding Area. The Foundation welcomes proposals that bring together these overlapping elements, especially by combining the tools and approaches of different disciplines.

**Deadline: March 1, 2016**

**National Science Foundation (NSF) - STEM + Computing Partnerships (STEM+C)**

The STEM+C Partnerships program seeks to significantly enhance the learning and teaching of science, technology, engineering, mathematics (STEM), and computing by K-12 students and teachers, through research on, and development of, courses, curriculum, course materials, pedagogies, instructional strategies, or models that innovatively integrate computing into one or more STEM disciplines, or integrate STEM content into the teaching and learning of computing.

**Deadline: March 8, 2016**
Funding Opportunities Organized by School/Department

Note: Please note that these offerings are a sampling of what is available via our search funding tools and serve as examples for you to consider. If you have not attended a “search funding tool” training session, we encourage you to do so. Performing an individualized search, tailored to your unit or specific research interests will provide the most exhaustive means of locating resources. Please contact Afelder@american.edu with any questions related to our search funding tools.

Kogod School of Business

United States Department of the Treasury - Volunteer Income Tax Assistance (VITA) Grant Program

This opportunity provides matching grants to partner organizations to enable the Volunteer Income Tax Assistance (VITA) Program to extend services to underserved populations in hardest-to-reach areas, both urban and... more » non-urban.

Deadline: June 1, 2016

United States Department of Commerce (DOC) - MBDA Business Centers (5)

MBDA Business Centers are established to provide technical assistance and business development services. The technical assistance and business development services are provided through federal financial assistance... more » awards to generate increased financing and contract opportunities for minority business enterprises (MBEs).

Deadline: December 21, 2015

National Science Foundation (NSF) - Economics Program

The program supports research designed to improve the understanding of the processes and institutions of the U.S. economy and of the world system of which it is a part. This program also strengthens both empirical and... more » theoretical economic analysis as well as the methods for rigorous research on economic behavior. It supports research in almost every area of economics, including econometrics, economic history, environmental economics, finance, industrial organization, international economics, labor economics, macroeconomics, mathematical economics, and public finance.

Deadline: January 18, 2016
Funding Opportunities Organized by School/Department

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School of Communication

National Foundation for the Arts and the Humanities- Media Projects: Production Grants
NEH encourages projects that engage public audiences through multiple formats in the exploration of humanities ideas. Proposed projects might include complementary components to a film, television, or radio project. These components should deepen the audience’s understanding of the subject: for example, websites, mobile applications, museum exhibitions, book/film discussion programs, or podcasts.

Deadline: January 13, 2016

Cooke Foundation, Jack Kent - Good Neighbor Grants Program
The Good Neighbor Grants program was established in 2012 to identify and strengthen ties with youth-serving nonprofit organizations in the Northern Virginia, metropolitan Washington, DC, and Maryland areas that are helping students with significant financial need reach their full potential through education. The Foundation is most interested in programs that help students achieve higher academic gains through enrichment, rigor, critical thinking, and creativity.

Deadline: January 8, 2016

Austrian Broadcasting Company (ORF) - Digital Communities
The "Digital Communities" category is open to political, social, cultural and artistic projects, initiatives, groups, and scenes from all over the world that are effectively utilizing digital technology to further... more » society and to promote social responsibility. It is open to the initiators and propagators of these communities as well as the developers of the relevant technologies, and is meant to honor those whose work contributes to the establishment and proliferation of digital communities as well as to those efforts that promote better understanding and research.

Deadline: March 6, 2016
Funding Opportunities Organized by School/Department

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School of International Service

Disney Worldwide Outreach- Annual Conservation Grants

Recognizing that ecosystems are the basis of the planet’s health, the Disney Worldwide Conservation Fund provides financial support for the study of wildlife, the protection of habitats and community conservation and... more » education. The goal is to support conservation organizations focused on long-term positive impacts for wildlife and habitats.

Deadline: February 6, 2016

International Development Research Centre (IDRC) - Grow Call for Proposals: Effects of Patterns of Growth on Women’s Economic Empowerment

In partnership with the United Kingdom’s Department for International Development (DfID) and The William and Flora Hewlett Foundation, the International Development Research Centre is pleased to announce a call for... more » research proposals concerning the Growth and Economic Opportunities for Women (GrOW) program on the effect of specific patterns of growth on women’s economic empowerment.

Deadline: February 23, 2016

Unitarian Universalist Association of Congregations (UUA) - Fund for a Just Society

The fund offers grants to groups that: Use community organizing to bring about systemic change leading to a more just society. Mobilize those who have been disenfranchised and excluded from resources, power and the... more » right to self-determination. Have an active focused campaign to create systemic change.

Deadline: March 16, 2016
Funding Opportunities Organized by School/Department

Note: Please note that these offerings are a sampling of what is available via our search funding tools and serve as examples for you to consider. If you have not attended a “search funding tool” training session, we encourage you to do so. Performing an individualized search, tailored to your unit or specific research interests will provide the most exhaustive means of locating resources. Please contact Afelder@american.edu with any questions related to our search funding tools.

School of Public Affairs

Grant Foundation, William T. - Research Grants (Including Programs, Policies, and Practices that Reduce Inequality; and Use of Research Evidence)

The Foundation is focused on youth ages 5 to 25 in the United States. The Foundation fund research that increases the understanding of: programs, policies, and practices that reduce inequality in youth outcomes; and... more » the use of research evidence in policy and practice. The Foundation seeks research that builds stronger theory and empirical evidence in these two areas. While it does not expect that any one study will drive changes to policy or practice, the research should ultimately contribute to a body of useful knowledge for improving programs, policies, and practices to support young people.

Deadline: January 6, 2016

National Science Foundation (NSF) - Law & Social Sciences (LSS)

The Law & Social Sciences Program considers proposals that address social scientific studies of law and law-like systems of rules. The Program is inherently interdisciplinary and multi-methodological. Successful... more » proposals describe research that advances scientific theory and understanding of the connections between law or legal processes and human behavior. Social scientific studies of law often approach law as dynamic, made in multiple arenas, with the participation of multiple actors.

Deadline: January 15, 2016

United States Department of State (DOS) - South Asian Regional Exchange Program for Young Political Leaders

One young political leader from each of the 8 South Asian (SAARC) including Afghanistan, Bangladesh, Bhutan, India, the Maldives, Nepal, Pakistan and Sri Lanka, will travel to the U.S. for a three-week study tour. All... more » participants must be between the ages of 28-35 years range and members of their countries' respective national political parties. The participants will hold key positions in the political parties and have little to no previous exposure to the U.S. A program focusing on these young influencers will have a high multiplier effect.

Deadline: July 13, 2016
Funding Opportunities Organized by School/Department

Note: Please note that these offerings are a sampling of what is available via our search funding tools and serve as examples for you to consider. If you have not attended a “search funding tool” training session, we encourage you to do so. Performing an individualized search, tailored to your unit or specific research interests will provide the most exhaustive means of locating resources. Please contact Afelder@american.edu with any questions related to our search funding tools.

Washington College of Law

United States Department of State (DOS) - Request for Statements of Interest: J/TIP FY 2015 International Programs to Combat Trafficking in Persons

The Department of State's Office to Monitor and Combat Trafficking in Persons (TIP Office) announces an open competition for FY 2015 funding of projects to combat trafficking in persons outside of the United States. The... more » first stage of competition begins with this solicitation for two-page Statements of Interest (SOI) from eligible organizations interested in submitting proposals for projects that address the country-specific requirements identified in this solicitation, which are based on the 2014 Trafficking in Persons Report (TIP Report).

Deadline: March 2, 2016

Niwano Peace Foundation (NPF) - Activity Grants

... more »Under the overall rubric of all fields having to do with religion, grants are awarded to support research and activities in such areas as religious cooperation, the societal role of religion, religious conflict and its reconciliation, progress in religion and technology, religion and medicine, and dedicated social activities undertaken in a religious spirit.

Deadline: April 30, 2016

United States Department of Health and Human Services (HHS) - Direct Services for Survivors of Torture

The Office of Refugee Resettlement (ORR) within the Administration for Children and Families (ACF) announces the availability of funds for the Direct Services for Survivors of Torture (DS SOT) grant program. The main... more » purpose of the DS SOT grant program is to increase survivors' access to holistic, strengths-based, and trauma-informed services to assist them in the healing and recovery process. Under this grant program, direct services are provided to refugees, asylum seekers, asylees, certain immigrant classes, and United States citizens who have been tortured on foreign soil.

Deadline: June 24, 2016
Encourage those who are not on the newsletter subscription list to join!
To receive OSP Monthly, please send an email to listserv@listserv.american.edu with the following information in the body:

- Subscribe
- Newsletter-L
- First and Last Name

- Do you have an “OSP Spotlight on Research” interview suggestion?
- Do you need to scheduled a “One on One” refresher session for one of our search funding tool databases? Grant Forward, Pivot COS or The Foundation Directory Online (Professional version)?

If you need assistance with any of the above items, please contact OSP’s Communications Manager, Ms. Akidah Felder via e-mail Afelder@american.edu

What to expect in next month’s OSP Monthly:

- Funding Opportunities
- Policy Updates
- Upcoming GAR Dates: February 19th & April 15th

Contact Information

Office of Sponsored Programs
202-885-3440
osp@american.edu
www.american.edu/provost/osp/index.cfm