From the Dean

Research is formalized curiosity. It is poking and prying with a purpose (Zora Neale Hurston).

Research & Creativity Day at ESU is on May 1st. While this is the day in which students and faculty display the products of their “formalized curiosity,” the process of doing research requires daily hard work. The individuals who participate in Research Day and other opportunities to display their research/creative scholarship, spend an inordinate amount of time “poking and prying” into an area of which they are very curious. However, curiosity only sustains researchers for so long, especially when the work and daily grind of the research process begin to take a toll.

The work of research is not an independent project: faculty, students, staff, and administration all work to provide motivation, environmental conditions, equipment, and time to inspire a curious mind and a willing heart to undertake research and creative activities. Isadora Duncan summed up the years of work it took to develop her artistic research. “It has taken me years of struggle, hard work and research to learn to make one simple gesture, and I know enough about the art of writing to realize that it would take as many years of concentrated effort to write one simple, beautiful sentence.”

It is my hope that Research & Creativity Day becomes a campus-wide celebration of, not only the hard work and struggles of our students and faculty involved in research and creative activities, but in the beauty of the curious mind. Remember, Research & Creativity Day is May 1, 2014.

Kathy Ermler

Funding Cuts for FY 2014

Due to current budget limitations, the following services will be eliminated or reduced. In order to provide funds to offer these services, the Research & Grants Center depends on recovered indirect costs from grants. As grant levels have been seriously reduced, there is no choice but to cut back on these services. These cuts are not intended to be permanent, but will only be reinstated when indirect costs from grants come back to previous levels. Please contact us if you have any questions.

- No funds for faculty out-of-state travel assistance
- No funds for undergraduate student travel assistance
- No funds for undergraduate student research
- Graduate student research grants will be limited to $500 each and a maximum of 3 will be awarded for each of fall and spring semesters.
- Faculty Research & Creativity Grants - funds for graduate research assistants will remain at the current level, but no funds will be provided for OOE expenditures.

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Proposals due for Faculty Research & Creativity Committee

Grant proposals for the ESU Faculty Research and Creativity Committee must be submitted to the Research and Grants Center by 5:00 p.m., Thursday, December 5. This grant program is intended to facilitate research, scholarly and artistic productivity by faculty, and provides seed money for projects that have potential for external funding.

Full-time faculty employed at the rank of instructor or above are eligible to apply. Non-teaching faculty may apply in collaboration with teaching faculty who are principal investigators. Funding is only available for graduate assistants this year. No funds are available for other operating expenditures (OOE), so proposals should only request funds for a graduate assistant.

The 2013-2014 grant program guidelines are available at http://www.emporia.edu/research/creativity.html. The following links are intended to serve as resource tools for those who may be considering submitting a proposal.

http://www.emporia.edu/research/grant-awards.html - contains a list of grants previously awarded by the committee.
www.emporia.edu/research/documents/FAQs.pdf - contains a list of frequently asked questions about the grant program.

You are encouraged to contact a member of the Faculty Research and Creativity Committee if you have questions. A list of members is included at http://www.emporia.edu/research/creativity.html.

Effort Reporting and Certification on Sponsored Projects

Effort reporting is how we provide assurance to a grant sponsor that salaries charged to a sponsored project are reasonable in relation to the work performed, and that faculty and staff have met their commitments to a sponsored project.

In a grant proposal, you offer effort. At award time, you make a commitment of effort. Throughout the project you charge salary to the sponsor. Periodically, sponsors want to know: 1) have you devoted enough effort to justify the salary charges? and, 2) even in cases where you are not charging salary to the sponsor, have you fulfilled your commitments? Certification is required for individuals who have paid or committed effort on sponsored projects. If you work on a sponsored project, you must certify your effort – this is not the same as signing a time sheet. Effort should be certified by someone with suitable means of verifying that the work was performed. Faculty, academic staff, and all PI’s may certify their own effort. PI’s must certify effort for student employees and classified staff who work on their projects.

The consequences of not providing sufficient effort reporting and certification can be dire for the university. Effort reporting is the #1 target for federal auditors.

More information on this topic is available at http://www.emporia.edu/research/effort-reporting.html. We strongly encourage all principal investigators to read this material. ESU uses two effort certification forms: a simple time and effort report form, which may be used when compensated time and effort is 100% on one grant fund/activity for the time period specified, and an activity distribution report form, which should be used if time and effort is split between two or more funds or activities. Both forms are available at http://www.emporia.edu/research/forms. Certified effort report forms should be maintained by the PI and kept with the project file.

You are encouraged to contact the Research and Grants Center if you have any questions about effort reporting and certification.

Save the date – May 1 – Research & Creativity Day!
**Proposed Grant Activity**

**FY 2012 - FY 2013**

<table>
<thead>
<tr>
<th>Unit</th>
<th>No.</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposals submitted – FY 2012</td>
<td></td>
<td></td>
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<tr>
<td>Business</td>
<td>1</td>
<td>56,000</td>
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<tr>
<td>LA&amp;S</td>
<td>9</td>
<td>339,687</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>2</td>
<td>722,176</td>
</tr>
<tr>
<td>Teachers College</td>
<td>4</td>
<td>1,539,969</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>16</td>
<td><strong>$2,657,832</strong></td>
</tr>
</tbody>
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| Proposals submitted – FY 2013 |     |           |
| Academic Affairs         | 2   | 2,400     |
| Business                 | 1   | 56,000    |
| Liberal Arts & Sciences  | 11  | 2,097,634 |
| Student Affairs          | 2   | 276,565   |
| Teachers College         | 7   | 2,408,159 |
| **TOTAL**                | 23  | **$4,840,758** |

| New Grants/Contracts – FY 2012 |     |           |
| Business                      | 3   | 181,216   |
| Liberal Arts & Sciences      | 14  | 402,936   |
| Student Affairs              | 4   | 775,369   |
| Teachers College             | 6   | 738,859   |
| Cross Disciplinary           | 2   | 307,980   |
| **TOTAL**                    | 29  | **$2,406,360** |

| New Grants/Contracts – FY 2013 |     |           |
| Academic Affairs             | 1   | 2,400     |
| Business                     | 3   | 152,109   |
| Liberal Arts & Sciences      | 9   | 223,080   |
| Student Affairs              | 3   | 532,203   |
| Teachers College             | 5   | 595,146   |
| **TOTAL**                    | 21  | **1,504,938** |

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**SPIN Grant Opportunity Database discontinued**

SPIN, the grant opportunity database offered by infoEd International, will be discontinued when the current subscription period has expired. If you are a current user and are receiving grant opportunity notifications from them, please be aware that this service will end October 31. We apologize for any inconvenience, but we are unable to continue supporting this subscription service. Users of SPIN are encouraged to visit the Grants Resource Center web page. More information on the services available from the Grants Resource Center are included in the article on this page. Please contact us if you have any questions.

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**The Grants Resource Center**

ESU is a member of the Grants Resource Center (GRC), a unit of the American Association of State Colleges and Universities. GRC offers member institutions a comprehensive collection of tools, services, and staff expertise to assist us in our efforts to pursue external funding.

Faculty and staff have access to GRC’s web site, which contains electronic publications such as *GRC Deadlines*, *GRC Bulletin*, and *GrantWeek*, Federal Register announcements, a proposal development handbook, and a searchable grant database called *GrantSearch*. The web site also contains many articles on grant program announcements and information on granting agencies.

*GRC Deadlines* is distributed once a month and provides 90 days’ notice of federal and private grant opportunities. Faculty may subscribe to an individual faculty alert system which delivers relevant *Deadlines* funding opportunity announcements via email.

*GrantWeek* is a weekly electronic news magazine which contains articles on federal legislation, agency policies, and challenges and best practices in grants administration.

*GRC Bulletin* is a twice-weekly digest of the Grant.gov, Federal Register, and FedBizOpps notices with the potential to impact higher education grant-seeking and program development.

The web page also includes an extensive library of funded proposals, and GRC staff is always willing to obtain samples of funded proposals that are not included in their proposal library. GRC staff members also attend many grant workshops and conferences in the D.C. area and share that information with member institutions.

The *GrantSearch* funding opportunity database includes 2,000 private and federal funding opportunities screened for recurrence and for higher education eligibility. Search results provide a high proportion of viable opportunities because the database excludes solicitations that are limited to a specific region, that make fewer than three awards annually, and for which higher education institutions are not eligible to apply or partner. If we are unable to locate funding sources, GRC staff is available to conduct funding searches for us.

GRC’s web site is [http://www.aascu.org/grc/default.htm](http://www.aascu.org/grc/default.htm), and requires a username and password. Please contact the Research & Grants Center for that information. We are happy to assist you in using GRC’s *GrantSearch* database and will also conduct funding searches for you. We strongly encourage you to visit GRC’s web site if you are interested in pursuing external funding.

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*Save the date – May 1 – Research & Creativity Day!*
Agency Contingency Plans for Shutdown

The contingency plans for all federal agencies are available at:
http://www.whitehouse.gov/omb/contingency-plans.

If the shutdown continues, we will provide updates on our web page and on Facebook. If you were working on a grant proposal with a deadline occurring during the shutdown, those will probably be extended once the agency re-opens. Be aware that if you are waiting for a previously submitted proposal to be reviewed, that will also be delayed. Updates will be available on the Grants Resource Center web page as well. You may contact the Research & Grants Center if you have any questions.

The Research & Grants Center is on Facebook – be sure to like us!

http://www.facebook.com/ESUResearchCenter

We are happy to post items of interest in any way related to research or creative activities of students, faculty, or staff at ESU, including ESU alumni. We welcome any comments or suggestions to make this a useful and fun resource for you.

Fall Dates and Deadlines


November 4 – Posters on the Hill deadline (CUR) - http://www.cur.org/

December 5 – Faculty Research & Creativity Proposals due in Research & Grants Center http://www.emporia.edu/research/creativity.html.

Save the date – May 1 – Research & Creativity Day!

Grant and Proposal Development Resources

If you are new to proposal development or “grant writing,” if you have thought about writing a grant proposal and just don’t know how to get started, our web site offers many useful links to proposal development resources, including free online tutorials and useful tips. If you do your own search for proposal development aids, you are likely to find many more, but the ones we offer will give you a place to start. In addition to the online resources, we also have a select number of publications in our office that you may borrow. Please look at the information available at: http://www.emporia.edu/research/grant-resources/. If you find an especially useful site that we don’t have, please share it with us so we can make it available to others.

If you are at the proposal writing stage, the web site also has information you might find useful. There is boilerplate text for each of the schools and colleges and for ESU in general. There is also information you will need when you start building your grant budget, such as fringe benefit rates, graduate assistant stipend and tuition waiver information, institutional indirect cost rate, and the institutional identification numbers most commonly needed for grant proposals. Please contact us if you have any questions about the information provided or have suggestions about other information we should provide.

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