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OSP Virtual Office Hours are held Fridays 10:00 - 11:00 (Eastern Time) via Zoom at the following link:
<https://tennessee.zoom.us/j/96946618358>
Join us with questions or just to say hello.

VIRTUAL OFFICE HOURS

University of Tennessee Institute of Agriculture Sponsored Programs Office

Fall 2020

Office of Sponsored Programs Newsletter

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Message from the Interim Director

Hello, UTIA community-

I hope this fall finds you all safe and well. In OSP, we are committed to supporting you as you submit proposals, accept awards, and work to expand your research and other sponsored programs. Whether from our home or on campus, we are available to serve you.

In this edition of our newsletter, check out our *faculty spotlight*, featuring Dr. Marcin Nowicki, Dr. Daniel Mathew, and Dr. Charley Martinez. Also, learn about *NSF requirements* for key personnel documents, *F&A costs* for proposals, UT's new *Visitors Policy*, and UT's updated *outside interest disclosure forms*, *lab safety* and the *User-eXperience lab*.

We remind you, too, of the information needed when *requesting help from OSP*. While this process has been on our website and is not new, we remind you that the basic items, sent to aggrant@utk.edu very early in your process, help us provide better service to you.

Finally, check out the new design of our *UTIA OSP website* at <https://utiasponsoredprograms.tennessee.edu/>, which I believe you will find more easy to navigate. The website is full of useful information. Let us know if you have problems finding what you need or have suggestions for further improvements.

As always, please contact us with any questions about your pre-award needs. Best of luck to you as you pursue external funding.

Sincerely-

Jane





Dr. Marcin Nowicki is a Research Assistant Professor in Entomology & Plant Pathology. His professional interests include invasive species, speciation, plant biochemistry, environmental inferences, comparative genomics, and crop resistance breeding. His areas of expertise are plant biochemistry & molecular biology, population genetics analyses & programs, plant live & fixed staining & microscopy, and proteomics. He earned his M.S. in Warsaw, Poland, M.S. Exchange in Hiroshima Japan, Ph.D. in Aachen, Germany, Postdoc at Michigan State & InHort pl, Poland, and Postdoc, EPP-UTIA. His work has had an impact on [diversity of rubber dandelion](#), [species diversity of Asian dogwoods](#), [population genetics of eastern Redbud](#), utility traits tracking in flowering dogwoods, genus-wide SSR analysis of *Helianthus* spp, invasiveness of callery pear vs. native species diversity, and species identity and diversity of downy mildew pathogens: *P. tabacina*, and *Ps. cubensis* vs. *Ps. humuli*. In his scant free time, Dr. Nowicki enjoys geeking out with an obscure epic fantasy book, swimming (hard under COVID), or optimizing that next new piece of software. As a certified lab-rat, Marcin loves extending that experience into testing new exciting protocols for cook-outs with his dearest-and-nearest; all are still accounted for, remain in great health, and demand seconds and thirds!

Dr. Daniel J. Mathew is an Assistant Professor in the Department of Animal Science. His areas of expertise include reproductive physiology, endocrinology and developmental biology. Dr. Mathew earned his B.S. at the University of Tennessee and M.S. and Ph.D. at the University of Missouri, Columbia. He then received Post-doctoral training at the University College Dublin in Ireland. Dr. Mathew's professional interests include early developmental processes and assisted reproductive technologies in livestock. Through his work, he hopes to improve embryo and uterine health as well as develop methods to limit environment induced stress on reproduction. He also teaches an Animal Anatomy and Physiology course, ANSC 220, where he shares his passion for animal science. His interest in animal science sparked while growing up on his family's farm and studying at UT. In his free time, Dr. Mathew enjoys the outdoors, traveling, spending time with family and friends and playing rugby. He also enjoys gardening and over the summer put his green thumb to work growing peppers, sunflowers and pumpkins.



Dr. Charley Martinez is an Assistant Professor and Extension Specialist in Agriculture and Resource Economics Department. Dr. Martinez earned his B.S. in Ag Business from Texas A&M University- Kingsville & his Ph.D. in Agricultural Economics from Texas A&M University. His areas of expertise and professional interests include livestock production, farm and financial management, meat demand, experimental economics. Charley is a Dallas, TX native, and is still involved with the family's Simmental and Simbrah herd back in Texas. Charley's goal is to combine his experiences and research findings into applicable farm management solutions for producers.

Proposal Requests >>>

You've heard often to notify OSP early when you plan to submit a proposal – even if you aren't sure you will apply. To help us coordinate our work and more efficiently serve you, please include key information needed for OSP to plan for your project, as noted on our website <https://utiasponsoredprograms.tennessee.edu/proposals/>:

If you are a UTIA faculty or staff member planning to submit a proposal or talk with a company about funding for a project, **as soon as you start planning, send an e-mail to aggrant@utk.edu**. To expedite our process, please include in the subject line "Upcoming Proposal" and include the following in the text of the e-mail:

Agency submitting to

Program and/or link to RFA

Deadline or due date

Other collaborators (including organizations/universities and other UT campuses) that may be involved

If available, please also forward any e-mail with instructions.

HOLIDAY CLOSINGS



November 26th & 27th

December 21st – 25th



It's the Giving Season!

With a mission of providing emergency food assistance and other essentials for members of the university community, the Big Orange Pantry is accessible to students, faculty, and staff. [Learn more about the new resource & how you can access & support.](#)

F&A Rates >>>

Indirect (F&A) costs are those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted. Indirect costs include costs which are frequently referred to as overhead expenses (for example, rent and utilities) and general and administrative expenses (for example, officers' salaries, accounting department costs and personnel department costs).

What are the two pieces of information a coordinator needs from a PI to determine F&A rate?

It would be the Activity Type and Location of Sponsored Activity. For help with Activity Type, talk with your coordinator and see [UTIA Indirect Cost Guide](#).

How do you determine whether a project is on or off campus ?

The on-campus F&A rate should be used for most sponsored activity. This rate helps to defray the costs incurred by the university for performing the work over and above the direct costs of the grant. The principle behind using an off-campus rate is that if work is performed at another location, the “facilities” portion of F&A does not apply and costs to the university are reduced since university facilities are not being used.

Off-campus is defined as research that is conducted in space not owned by the University. For a proposal to be considered off-campus, over 50% of UT employees’ time (or personnel costs) would need to be spent off-campus. This time would need to include not only field or lab work, but also time planning, evaluating, and writing up results, which makes off-campus projects more rare.

Indirect Cost Rate Agreement: [UTIA Indirect Cost Rate Agreement](#) (12/19/19)



Office of Sponsored Programs New Website >>>



Check out our New Website!

Visit the UTIA Office of Sponsored Programs website for forms and information such as:

- **MTA questionnaires**
- **Indirect Cost Rate Agreements**
- **Uniform Guidance Tools**
- **Standard Contracts and Agreements**
- **Compliance Resources and Documents**
- **Timeline to Meet 3-Business –Day Deadline**

LINK: <http://utiasponsoredprograms.tennessee.edu/>

The University's new Policy on Visitors Engaged in Research is here! Effective Nov. 1, 2020, this Policy has some differences than the process UTIA previously used for visitors.

The new Policy **applies to U.S. visitors, too, not just international**. Here is the Policy definition of a Visitor: "Any visiting scientist, visiting scholar, or other unaffiliated individual (e.g., faculty, students, post-docs, industry collaborators, etc.) who is not on the University payroll and seeks access to University laboratories or other similar research facilities for the purposes of research and/or collaboration with University employees."

The **process needs to start early**, in fact as soon as you know the visitor has travel plans. Background, export control, and other checks/approvals will need to take place before a visitor comes.

Employee sponsor and departmental **responsibilities** are included in the new Policy and include completion of a **Visitor Information Packet** by the sponsoring faculty, department head and business manager. Employee sponsor/hosts, department heads, departmental business managers, and others who may have responsibilities related to visitors should take K@TE training.

Resources:

[Website – Visitors Engaged in Research](#)

[Policy - UT System Policy RE0002: Visitors Engaged in Research](#)

[Procedures for Visitors Engaged in Research](#)

[Visitors Packet](#)

[K@TE](#) Training – "UT System Policy on Visitors Engaged in Research"

[Frequently Asked Questions](#)

NEW VISITOR POLICY

The UTK-UTIA campus implementation team include UTIA representatives Jane Burns, Dave White, and Whitney Fair. If you have questions, please reach out to one of us or to Sarah Pruett, Research Integrity Officer, at spruett1@utk.edu.

New Outside Interest Disclosure Form

UT is updating our Outside Interest Disclosure Form, also known as the conflict of interest form. New forms, which will still be processed in IRIS, will request information about one entity at a time, which we hope will make it easier to complete. All regular employees will need to complete a new form in 2020, so watch for upcoming instructions. As you complete your disclosure form, always err on the side of disclosing too much, to protect yourself in case of future questions about an outside interest.

Reminder: Enforcement of NSF-approved Biographical Sketch and Current and Pending Support formats began on October 5th

Effective October 5, 2020, the National Science Foundation (NSF) is enforcing the Proposal and Award Policies & Procedures Guide (PAPPG) (NSF 20-1) requirement to use NSF-approved formats for the preparation of the Biographical Sketch and Current and Pending Support proposal documents. The NSF-approved formats are SciENCv: Science Experts Network Curriculum Vitae and an NSF fillable PDF. The NSF [Biographical Sketch](#) and [Current and Pending Support](#) websites include links to the NSF-fillable PDF formats, updated FAQs, and instructions.

**Tips for preparing NSF Current & Pending Support >>>**

Within the 2020 Proposal & Award Policies & Procedures Guide, NSF provided clarification of their “longstanding requirements regarding submission of current and pending support information”. NSF uses the information submitted in the current and pending support section to assess the capacity of the individual to carry out the research as proposed as well as to help assess any potential overlap / duplication with the project being proposed. A separate current & pending support (C&P) document must be provided for each individual designated as [Senior Personnel](#) on the proposal.

- **C&P support** must be separately provided using an [NSF-approved format](#) for each individual designated as senior personnel on the proposal.
- **Grants, Contracts, Cooperative Agreements, & Awards Include:**
all current and pending sponsored projects; all University research awards; & any internal funds allocated towards specific projects
- **Gifts**
NSF does not require the reporting of a gift. A gift “by definition is given without expectation of anything in return.
- **In-Kind Resources**
Include in-kind contributions available to a researcher in support of their research, even if not intended for use on the proposed project, but does have an associated time commitment.
- **Positions and Appointments**
The NSF requires the following domestic and foreign appointments to be included in the [Biographical Sketch](#) of senior personnel.
- **Reference Materials**
NSF 20-1 [Proposal & Award Policies & Procedures Guide](#) (PAPPG)
NSF [Frequently Asked Questions](#) on Current & Pending Support
[Significant Changes and Clarifications](#) to the PAPPG

I would like to call your attention to a recent “near miss” involving chloroform, a common organic solvent used in several UT labs. In this case, a laboratory worker opened a bottle containing ~3L of chloroform on the bench resulting in release of a noticeable vapor cloud from the bottle. Because of his familiarity with chloroform, the worker quickly recognized that the vapor could be phosgene, a highly toxic gas that can be formed when chloroform is exposed to oxygen in the presence of UV light (or other catalytic contaminants), especially in the absence of stabilizers (e.g. ethanol). He immediately closed the bottle, moved it to the fume hood, and notified EHS. Upon carefully reading the faded bottle label, it was determined that the chloroform was not stabilized with ethanol and had expired in 1990. Although the worker did not notice the characteristic “fresh-cut hay or grass” smell of phosgene (**important note:** the odor detection threshold for phosgene is 0.4 ppm, approximately four times greater than established exposure limits), and the exact composition of the released vapor was not determined, the presence of phosgene was likely given the composition and age of the chloroform. See attached report for additional details.

Lessons learned and reminders from this incident include:

- Know (or learn) the risks associated with hazardous chemicals by reading the Safety Data Sheet.
- Whenever possible, purchase stabilized chemicals or other lower-risk alternatives.
- Toxic volatile solvents (e.g. chloroform) should always be opened and manipulated in a fume hood with the sash at proper height. Likewise, old chemicals or containers of chemical unknowns should be handled with extreme caution and in a fume hood.
- Legacy or orphaned chemicals can acquire new hazardous properties over time; therefore, chemicals should only be ordered in quantities that will be used in a timely manner.
- Ensure that chemicals, particularly those that may form toxic or unstable intermediates or byproducts over time are labeled with the date received, first date opened, and the date for disposal as recommended by the supplier.
- Properly dispose of chemicals that are expired, unknown, or no longer needed.

Update the laboratory chemical inventory on a regular basis (at least annually) and purge unwanted/expired chemicals.

On the topic of lessons learned, I would like to call your attention to a new UT System safety page that features an important safety message from UT President, Randy Boyd...I encourage all of you to watch the posted video! This site will also feature a lessons learned library, which will be used by UT campuses to inform, refine, and strengthen prevention and response protocols.

Below are links for your convenience:

System Site: <https://safety.tennessee.edu/>

Lessons Learned Library: <https://safety.tennessee.edu/ehs/lessons-learned-library/>

Phosgene Post: <https://safety.tennessee.edu/2020/09/04/potential-release-of-phosgene-from-old-chloroform/>

[Potential Phosgene Release from Expired Chloroform](#)

Please share this post with your lab group, especially if your lab uses/stores chloroform. I also advise adding relevant notes to your chloroform SOPs.

The User-eXperience Lab (UXL) at the University of Tennessee is available to support your research

The benefits of user experience (UX) go beyond research that focuses on usability studies. Incorporating UX testing in any research project that includes a human-device interaction can help a project's success. UX is simply how a user feels when they interact with a product (e.g., website, mobile app, physical device, etc.) and UX testing evaluates the user experience to increase user satisfaction, retention, and loyalty.

UX testing provides a competitive advantage. Funders are paying attention to usability and noticing proposals that include UX testing because it:

- creates better products by incorporating user feedback throughout its development.
- increases sustainability by meeting user expectations and needs.
- engages users and stakeholders by building loyalty and trust as the product is designed.

Additionally, early UX testing can identify issues before they cause a problem, saving time, and money.

Who is the User-eXperience Lab (UXL)?

The UXL [hyperlink: <https://cics.utk.edu/ci-user-experience-laboratory>] is in the College of Communication & Information and has been a core facility since 2018. The lab helps researchers build more user-centered and effective products by offering a range of in-person and remote services and tools, including:

- Usability software
- Eye-tracking: screen-based and wearable
- Electroencephalogram (EEG)
- Psychophysiological equipment
- Facial expression analysis
- Visual and audio recording equipment
- Individual and group research facilities



Will this fit in your budget?

The UXL operates on an hourly rate, designed to be cost-effective for UT researchers [hyperlink: <https://cics.utk.edu/user-experience-lab-services>]. The UXL is highly customizable and can work with you to develop the methodology, write UXL into your proposal, and provide training on the equipment.

To find out more...

contact the UXL staff at uxlab@utk.edu or 865.974.9865 for more information, a tour of the lab, or help to include UX testing in your proposal.

UPCOMING FUNDING OPPORTUNITIES

USDA NIFA opportunities

[Deadlines FY 21 & FY22](#) | [RFA FY 2021 and 2022](#)

[AFRI Foundational Science RFA for Upcoming Years has been Released!](#)

New Investigators take advantage of these [grant opportunities](#).

Notify aggrant@utk.edu NOW with your plans to apply!!!

Watch your e-mail for UTIA Office of Sponsored Programs weekly funding opportunities digest!

- > The **UTK [Faculty Development Team](#)** distributes a **weekly funding digest** featuring information from the NIH Digest, round-ups from the Corporate and Private Foundations Office, limited submissions, and internal opportunities. **Sign up to receive the digest here.**
- > **Use Pivot to search and save funding opportunities**, set up funding alerts, or manage your scholar profile using your UT NetID. Use the [Foundation Directory Online](#) to search a database of the 10,000 largest private, community, and corporate foundations in the U.S.
- > UTK's Office of Research and Engagement's Management of **Limited Submission Funding Opportunities** has a listserv ([link](#)) that you can subscribe to.
- **USDA NIFA:** <https://nifa.usda.gov/page/search-grant>
- **NIH:** http://grants.nih.gov/grants/funding/funding_program.htm
- **Non-NIH Opportunities for Predoctoral & Graduate Researchers:** [link](#)
- **Postdoctoral Non-NIH Opportunities:** <https://www.fic.nih.gov/Funding/NonNIH/Pages/postdoctoral.aspx>
- **NSF:** <http://www.nsf.gov/funding/index.jsp>
- **Grants.gov:** <http://www.grants.gov/>
- **Tennessee State Government Rural Task Force:** <https://www.tn.gov/ruraltaskforce/search-for-grants---resources.html>
- **Rural Assistance Center:** Various TN Funding Opportunities at <http://www.raconline.org/states/tennessee/funding>
- **Philanthropy News Digest (Foundation Center):** <http://philanthropynewsdigest.org/>
- **Morris Animal Foundation:** <http://www.morrisanimalfoundation.org/researchers/>
- **Grant Resources in Science, Math, and Integrated STEM:** <http://stemgrants.com/stem-grants-for-universities-and-colleges/>

UTIA Office of Sponsored Programs Facebook & Twitter pages are avenues we use to keep you up to date with the ever changing events in Research Administration.



An additional source of information is our web page. ([link](#))
You may submit questions, ideas or suggestions for improvements of our newsletter to aggrant@utk.edu.

