UTIA INSTITUTE OF AGRICULTURE
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University of Tennessee Institute of Agriculture Sponsored Programs Office

2016   April

Office of Sponsored Programs Newsletter

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Message from the Director

> Welcome Spring!
The Ag Campus is certainly a beautiful place to work. I am looking forward to seeing all the new plants and arrangements in the Gardens.

The Sponsored Programs Office has exciting news. We are pleased to announce our newest coordinator, Shirley Phillips, who began work on April 1. She has included a short bio so you can get to know her. Please help us welcome her to Knoxville and UTIA. Our office is finally fully staffed.

Spring is an especially busy time for our office (see AFRI April deadlines). Please help us help you by providing all proposal information well in advance of the submission deadline.

This issue of our newsletter contains some timely information. Rumira has an article providing information for those of you who receive Publishing Agreements to sign. In her Compliance Corner, Jane has included the new UT hotline for reporting compliance concerns. NIH and other PHS agencies have a new set of submission forms for applications due after May 25. Read more about these forms and other changes impacting submission in Will's article on page 2. Kathy has pointed out the upcoming AFRI deadlines all in April.

Karin and I are presenting information to each of the three Regional Extension offices as part of their program on "Gifts, Grants and Fees". Feel free to contact our office if your Department or unit would like a presentation or discussion on any issue related to external funding or compliance.

Thank you,
Debbie Hampstead

1

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> **NIH or other PHS Agency applications due on or after May 25, 2016 will require the use of the new Forms Version D.** Included in the roll out of the new forms packet are updated and consolidated instructions and format pages for select documents. You can find the updated application guide here by following this link. The new format pages can be found via this link.

Here are some of the significant changes from the Forms-C to Forms-D generally relevant for UTIA Investigators:

PHS 398 Cover Page Supplement

- New Vertebrate Animals section added:

  * Are animals euthanized? Yes/No

  * If Yes, is method consistent with AVMA guidelines? Yes/No

  * If No to AVMA guidelines, describe method/provide scientific justification

    Note that this section replaces the requirement to address Euthanasia in the Vertebrate Animals document. As of 5/25, the Vertebrate Animals document will include the following three sections:

    1. Description of Procedures

    2. Justifications

    3. Minimization of Pain and Distress (VAS Checklist)

PHS 398 Research Plan

- New "Data Safety Monitoring Plan" attachment for Human Subjects Research

- New "Authentication of Key Biological and/or Chemical Resources" attachment

PHS Assignment Request Form

- New, optional form

- Provides structured information to NIH referral staff regarding: funding component assignment preference, study section preference, individuals who should not review your application due to conflicts, and scientific areas of expertise needed to review your application

- Complements existing "Cover Letter Attachment" on SF424 (R&R) form

Available format pages include:

- Biosketches – Note that new, detailed instructions are provided that explain what the four sections (A. Personal Statement, B. Positions and Honors, C. Contribution to Science, and D. Research Support) should include

- Data Tables

- Instructions for Submission of a Reference Letter for mentored career development and individual fellowship awards

Please contact a UTIA OSP coordinator or aggrant@utk.edu for more information about these changes and requirement. For a full list all of the application guide changes, please follow this link.

The Anderson Center's Third Annual Entrepreneurial Working Paper & Research Competition

Open to faculty and doctoral students campus wide and the awards range from $800 to $5,000.

The application deadline is May 23, 2016.

Here is a link to the full story: http://tiny.utk.edu/ACEI-Research16

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Publishing Agreements >>>

by Rumira Xhaferaj

> Before You Sign a Publishing Agreement or a copyright transfer agreement with a journal publisher, review the terms of the agreement carefully. These agreements are contracts that dictate how you can use your own work, or share it, in the future. Please note that when federal funding is involved, the publication has to comply with the federal agency's public access policy. The University is not a party to such agreements, rather the individual author is, and therefore you may sign them. The good thing is these agreements are negotiable and you should take full advantage of that, and reach for help if you need help with understanding and negotiating the terms. The UT Libraries' has a Scholarly Communication and Publishing Librarian to help you with:

1. Meeting requirements for public access policies from funders – get help with depositing articles to PubMed Central or securing CC-BY licenses for articles;

2. Distinguishing between high-quality open access journals and those with questionable practices;

3. Negotiating copyright transfer agreements to retain the rights you want to keep. Do you want to use your articles in a course pack; want to post your article on your own website or on UT's open repository; trace? - The Libraries can help.

For more information please contact:

Rachel Radom

Scholarly Communication & Publishing Librarian

Assistant Professor

University of Tennessee Libraries

Knoxville, TN 37996-1000

865.974.6107

http://orcid.org/0000-0002-6203-9387

Help with Public Access Policies: http://libguides.utk.edu/publicaccesspolicy

Help with Publication Agreements: http://libguides.utk.edu/scholarlypublishing/copyright

COMPLIANCE CORNER >>>

by Jane Burns

> Reporting Compliance Concerns —New UT Compliance HOTLINE

At UTIA, we strive to promote an ethical workplace, including compliance with the UT Code of Conduct. When employees or students have questions or encounter possible instances of non-compliance with the Code of Conduct (or with regulations or laws that apply to their work), we encourage them to talk with their supervisors, mentors, and, if needed, UTIA leadership in the deans' offices.

UT System Administration is also "committed to promoting a workplace culture of responsible and ethical behavior" and now offers a new, additional way to report concerns, the UT Compliance Hotline. Concerned individuals can contact the Hotline (see tennessee.edu/hotline) to report concerns, via e-mail or phone, follow-up on concerns, while remaining anonymous.

For more information about the new Hotline or other ways to report concerns, contact JaneBurns@utk.edu (865-974-7375) or see the UT Office of Institutional Compliance website.

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> Writing grants is no easy undertaking and the current funding climate, in which about 10-15% of applications can be funded, adds additional pressure to write proposals that express your ideas well and impress the reviewers. On February 3rd, 2016, Peg AtKission, PhD, from Grant Writer's Seminars and Workshops (GWSW), conducted a full-day workshop titled "Write Winning Grant Proposals" that was designed to help our research and extension community express their research, community service and instructional ideas and hopefully increase the odds of funding in our favor. Members from all of the UTIA units were able to attend this workshop and take advantage of GWSW's insight and experience with the grant writing process.

UTIA OSP has copies of the four Grant Application Writer's Workbooks that were distributed at the beginning of the workshop. If you are new to writing grants or are perhaps unfamiliar with an agency and its grant process, we highly encourage you to borrow one of our workbooks well in advance of starting your proposal. We have the following versions available:

    USDA/NIFA (with research as a primary component)

    NIH Version (does not include specifics/references to the recent SF424 Forms-D changes)

    NSF Version

    General Version

Here are a few tips to keep in mind as you are writing your proposal:

- Start writing early to allow time for several revisions. Just because the limit is five pages doesn't mean you should start writing five days before the sponsor's deadline.

- Keep the sponsor/audience in mind as you are writing. Writing a proposal in response to a smaller foundation call will probably be very different than writing for a USDA, NIH, NSF, DOD, etc. grant.

- Not all reviewers will be subject matter experts in your particular field regardless of the sponsor. Too much jargon and an oversight to explain a complex idea, because the idea is second nature to you, will likely leave the reader confused and perhaps even missing a key point in your argument.

- Enlist trusted colleagues, grant writers or proposal specialists to review your idea/writing. And, of course, take that feedback into account in your revision(s).

- You are your best advocate. Frame your project in the right context by explaining the background/current limitations/current state-of-the-art to highlight how you can address a problem and bridge the knowledge gap, advance the state-of-the-art, or even completely transform the paradigm.

- Work with the OSP staff early in the process to understand wht documents are required and to develop the budget. Understanding funding limits and developing rough budgets in the beginning of the process may help to formulate what aims/goals can be accomplished given budgetary constraint

> Office of Sponsored Programs spotlight is on Shirley Phillips

Hi, I'm Shirley Phillips. I'm the newest member of the Sponsored Programs team and I recently relocated from Arizona where I worked as a Grant Writer for a regional hospital. Prior to that, I worked at Cincinnati Children's Hospital as a Grant Specialist in the Division of Emergency Medicine. I received my Bachelor of Philosophy from Miami University in Oxford, Ohio and have been writing grants and handling proposal submissions ever since. In my spare time, I enjoy hiking, baking bread, and reading (Nabokov and Bulgakov are among my favorites). I'm excited to explore all that Knoxville has to offer along with my dog, Mr. Scruffles.

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USDA NIFA Funding Opportunities >>>   *by Kathy Dalton*

> Agriculture and Food Research Initiative (AFRI)

This year our AFRI funding opportunities are a little later. The USDA NIFA website show that the AFRI request for applications will be coming out soon. Below are the dates as of today. Please keep a watch on the USDA website for any changes that may be coming.   Also, our information's specialists Karin Langan will be sending out these funding opportunities as they are released.

AFRI Climate Variability and Change Challenge Area	April 2016
AFRI Food Safety Challenge Area	April 2016
AFRI Food Security Challenge Area	April 2016
AFRI Foundational Program	April 2016
AFRI Water for Agriculture Challenge Area	April 2016
AFRI Childhood Obesity Prevention Challenge Area	April 2016
AFRI Sustainable Bioenergy Challenge Area	April 2016

COMPLIANCE INFO >>>

Tuesday, May 10, 2016, Noon - 1:00 pm in 156/157 Plant Biotechnology Building
IACUC and Animal Care and Use **(Dr. Lori Cole, Director of Animal Compliance Support)**

Tuesday, July 12, 2016, Noon - 1:00 pm in 156/157 Plant Biotechnology Building
Safety and Research **(Brian Ranger, Biological Safety; Marsha Smith, Radiation Safety; and Susan Fiscor, UTIA Safety)**

#FundingOpp >>>

- **NIH:** http://grants.nih.gov/grants/funding/funding_program.htm
- **USDA AFRI:** http://nifa.usda.gov/afri-request-applications
- **NSF:** http://www.nsf.gov/funding/index.jsp
- **Grants.gov:** http://www.grants.gov/
- **Rural Assistance Center:** Various TNFunding 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/

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.

*** We use #FundingOpp ***

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.

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