

Research Grants and Contracts Task Force Final Report

The charge of the committee was to work on two tasks, one short-term and the other long-term. The short-term task was to “identify, schedule and implement a number of very useful workshops and speakers in the coming months.” The long-term task was to identify “support structures that can help us acquire the infrastructure and on-line presence that can disseminate information to help UWB researchers expand their knowledge of research opportunities and of grants and contracts information, applications, and administrative processes.” Accordingly, this report will be divided into two parts, corresponding to the two tasks with which we were charged. We are attaching a copy of the beginning draft of a UWB Grant and Contract Guide that will be put up on the campus website as soon as possible. It is a work in progress that will grow increasingly helpful as it is added to over time.

Short-term

The committee met seven times in the winter and spring quarters, starting with its first on February 18, and ending with a meeting with Tom Bellamy on June 10. In the spring quarter, the committee arranged two events:

- A visit to our campus by Dr. Erik Thelan, Director of the Office of Research and Sponsored Programs at Marquette University, on May 20-21. See attached schedule of his visit, PowerPoint presentations and sample ORSP Annual Report. Between 40-50 faculty and staff had the opportunity to hear one or more of Dr. Thelan’s presentations or participate in a consultation session.
- A workshop on federal grants by Allison Peake and Lee Lambert, grants coordinators for Senators Patty Murray and Maria Cantwell respectively, on June 3, 2004. This was attended by 26 faculty and staff from UWB, Cascadia CC, and UW Seattle.

Long-term

We would like to make a number of recommendations for the future:

- Overall philosophy. We feel strongly that values, not dollar amount, should drive the overall effort to establish a successful grants and contract program on the Bothell campus. The purpose is to enhance the individual efforts of the faculty, not to chase RFPs as an end in themselves. We would also like to stress our awareness that grant-writing has implications for all other areas of staff and faculty life, and has to be seen in this larger context.
- Future responsibilities
 - We recommend that the initiative begun by this task force—which will disband as soon as this report is submitted—be continued under the GFO committee structure, namely the Instruction and Research Support Committee. We would urge them to organize a regular series of brownbag lunches to facilitate conversations about grant-writing, share strategies for successful proposals, exchange information and experience, etc., among faculty and staff.

- Support for whatever initiatives are undertaken in the future, such as future workshops, brownbags, etc., should come from the Office of the Vice-Chancellor for Academic Affairs under the overall category of faculty and staff development.
- Infrastructure. We make the following recommendations:
 - Planning and budgeting begin as soon as possible to provide permanent staff for an Office of Research and Sponsored Programs (ORSP) on this campus. In the initial stages of building this office, resources will have to be expended from central funds, but the effort should be seen as an investment, not a cost that will not be recouped in the future. Once such an office is up and running, it will generate far more funds for the institution than will be spent on getting it started.
 - A physical space be allocated that can serve as a present and future home for such an office on this campus.
 - A space be designated in the library for reference materials relating to grant applications.
 - We recommend that at some point in the future, possibly 12-18 months out, Erik Thelan be brought back to the campus for further consultation about the details of setting up the office. He has indicated his willingness to do so if deemed relevant by the institution.
 - Several people have suggested that we also consult with various other grants-related units on the Seattle campus, including the Office of Research, Grants & Contracts Services, Human Subjects Division, as well as specific UW Seattle College and School Research Offices such as Arts & Sciences, Nursing, Public Health & community Medicine, Social Work, etc.
 - Someone needs to be designated as soon as possible as the locus of responsibility for developing policies on grants management from proposal to closure. It is recommended that this position ultimately reside under Academic Affairs with close working relationships with Finance and Administration. At the moment, before a permanent staff member is designated, the designated unit would probably be Finance and Administration. It is very important, we believe, that responsibilities for the following tasks be articulated with the utmost clarity:
 - Maintaining and updating our own UWB grants and contract website
 - Developing an inventory and database of existing grants and contracts activity
 - Providing an annual report of our grants and contracts activity
 - Developing a series of templates that will facilitate the process of applying and administering grants
- Policies. In the process of developing policies for the future, the committee thought it important to emphasize the value of wide consultation and extensive

cooperation and collaboration between faculty members, administrators, and directors, especially in sensitive and complex areas such as:

- Under what conditions can faculty use grant funds to buy out of a teaching responsibility to spend additional time on a project?
- How many classes and/or quarters would be reasonable for a faculty member to buy out? What costs should be budgeted for this?
- How should we spend the income stemming from indirect costs?
- If a grant is to support a graduate student, post-doctoral fellow or other person, how can we be assured that this person will have space on campus?
- How can we shorten the approval time for new grant proposals?

June 23, 2004

UWB Grant and Contract Guide

Table of Contents

- Overview of phases in the application process
 - General remarks on the grant funding life cycle at UWB. How research at UWB relates to the overall mission and values of the campus.
 - Link to UWS website.
 - Whom to contact:
 - Finance & Administration as central clearing house
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- Categories of funding
 - Internal Funding Opportunities
 - UWB
 - UW tri-campus
 - External Funding Opportunities
 - Gifts
 - Training grants
 - Undergraduate research
 - Institutional service learning grants
 - Contracts

- Policies and procedures
 - Indirect costs
 - Course buy-outs
 - RA/TA support

- Internal (UWB) campus resources
 - Website

- Search engines
 - Medical school research
 - CRISP
 - IRIS database

- External resources
 - Tri-campus research support
 - UW Researcher's Guide:
<http://www.washington.edu/research/guide/>.
 - Weekly report:
<http://mailman.u.washington.edu/mailman/listinfo/fundingB>.
 - Federal government
 - National Science Foundation

- National Institutes of Health
 - National Endowment for the Humanities
 - National Endowment for the Arts
 - Senate
 - <http://www.Murray.senate.gov/grants/>
 - Private foundations
 - Partnerships with industry
- Research compliance
 - Human subject research
- Inventory of grants and contracts faculty and staff have received in the past
 - Identified by name, funding source, title of study, and brief description.
- Checklist
 - General remarks
 - Communicate early and often.
 - Checklist for faculty and staff research projects
 - Keep program director informed at every step of the process in order to coordinate support, plan budget, and adjust teaching schedules.
 - Check with Finance and Administration as soon as possible.
 - Checklist for undergraduate student research projects
 - Checklist for graduate student research projects
- Frequently asked questions
 - What are indirect costs? How much are they? Who gets it?
 - How much does a research assistant receive?
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- Helpful hints
 - General remarks for UWB
 - Link to UWS grants and contracts' list of pitfalls
- Intellectual property
- Miscellaneous resources:
 - Marquette University Office of Research and Sponsored Programs: <http://www.marquette.edu/orsp/>.
- Forms