Welcome back! I hope you had a peaceful Winter Break.

The 2014 Learning and Research Fair is scheduled for Wednesday April 23, 2014 from 10:00 am until 2:00 pm in the Barrington Student Union. The Fair is a great way for faculty, staff and students to share their scholarly and creative accomplishments with colleagues and to discuss possible future collaborations. If you have not signed up to do a presentation at the Fair, you should still try to attend. I think you will be favorably impressed by the scholarly activities on display.

If you haven’t already heard, Johanne Sullivan is our new Research Compliance Coordinator at the college. Johanne is available part-time on the campus. She is serving as chair of our IRB and IACUC as well as working on other research compliance issues. She will be holding a workshop on “Obtaining IRB Approval” on Wednesday, March 5 from 3:00 to 4:00 in the LTEC. If you’d like further information about the workshop or you need information on another research compliance issue, please feel free to contact Johanne.

Finally, the Spring deadline for the Research and Creative Endeavors Program is April 2.

As always, I hope our paths cross soon and until then, have a great semester!

Dr. Nancy Dodge Reyome, Director

New Federal Guidelines

The Super Circular

At the very end of 2013 the Federal Government issued a grant reform policy which has been two years in the making. The document is 100 pages and is called the “Super Circular.” Grants experts are still wading through it to determine the ramifications. See The Grantsmanship Center’s blogs.

Common Guidelines for Education Research and Development

The Department of Education and the National Science Foundation published these shared guidelines in August 2013 in order to “(1) help organize and guide NSF’s and ED’s respective decisions about investments in education research and (2) clarify for potential grantees and peer reviewers the justifications for and evidence expected from each type of study, as well as relevant aspects of research design that would contribute to high-quality evidence” p. 7). Document available at http://ies.ed.gov/pdf/CommonGuidelines.pdf
**Recent External Grant Award Activity**

**Anthony Betrus** was awarded $89,634 from the National Education Foundation for “Cyberlearning STEM+ Academy Management for 2013-2014”.

**Megan Foster** has been awarded $833,006 from the NYS Education Department for "Migrant Tutorial and Support Services Program" for 2013-2014.

**Maria Hepel** was awarded $25,000 from the SUNY/RF Research Collaboration Fund for a collaborative project with SUNY Binghamton titled “Functional SERS Nanoprobes for DNA Detection and Imaging”.

**Mark Millward** has been awarded $264,721 from the US Department of Education for the "Student Support Services Program" for 2013-2014.

**Julie Reagan** has been awarded $119,196 from the NYS Education Department for “Teacher/Leader Quality Partnership Program” for 2013-2014.

**Jenica Rogers** has been awarded $7,581.00 from the NYS Education Department for the "Library Coordinated Collection Development - Library Collection Aid" for 2013-2014.

**J. Patrick Turbett** was awarded $235,222 from the NYS Education Department for SPP#14 for 2014; $85,941 from the NYS Education Department for the State Performance Plan for Special Education and Vocational Rehabilitation Consumer Satisfaction Survey for 2013/14; and $12,650 from Herkimer County Healthnet to conduct a telephone survey of Herkimer County Residents for 2013/14.

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**Mileage Reimbursement Rate:**
Effective January 1, 2014, the maximum reimbursement rate for personal auto use in connection with project activities is .56 cents per mile.

**Wages for student workers** is $8/hour.

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**Fringe Benefit Rates**
The following fringe benefit rates are in effect for the fiscal year 2013-2014:
- 41% Regular Employees
- 17% Summer Only Employee
- 5% Undergrad. Students
- 15% Graduate students

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**Save the date for the 2014 Learning and Research Fair!**
April 23, 2014 10:00 –2:00
In the Barrington Student Union
Recent New Proposal Submissions

October 30, 2013
To: National Science Foundation
From: Fadi Bou-Abdallah
Title: Collaborative Research: RUI: Bio-nanochemistry and Micro-magnetic Studies in Recombinant Wild Type Heteropolymer and Mutant Ferritins
Amount Requested: $146,161 (over 3 years)
Pre-Award Contact: Kathy Chapman

November 14, 2013
To: National Science Foundation
From: Fadi Bou-Abdallah
Title: RUI: The Mechanism of Iron Accumulation and Mobilization in Heteropolymer Ferritins of Different H-to L-Subunit Ratios
Amount Requested: $382,943 (over 3 years)
Pre-Award Contact: Kathy Chapman

January 7, 2014
To: National Endowment for the Humanities
From: Lisa Wilson
Title: Digital Mitford: The Mary Russell Mitford Archive
Amount Requested: $23,914
Pre-Award Contact: Catherine Sajna

February 18, 2014
To: AAC&U PKAL TIDES program
Title: Integrated Learning Modules for STEAM
Amount Requested: $300,000
Pre-Award Contact: Catherine Sajna

Recent Internal Award Activity: Research and Creative Endeavors Program 2013-2014
SUNY-Potsdam Office of Research and Sponsored Programs awarded $1,000 to each of the following in October 2013.

Bethany Haeseler: $987.20 for “Illustrating Cancerous Cells with Layered Fused Glass”
Dr. Christopher Kelson: $1,000 for “Trace Element Characterization of Ore from the Cortez Silver Mine, Eureka County, Nevada”

Next Deadline for R&CE Proposal submission is Wednesday, April 2, 2014.

Workshops on Grant Getting

WORKSHOP II on Changes in Funding for STEM Education
Date: Friday, Feb. 7, 2014
Time: 12:00—12:45
Place: LTEC in Crumb Library
Presenter: Catherine Sajna
Catherine Sajna will present her analysis of how the shortage of STEM workers may affect STEM teaching and teacher education at SUNY Potsdam. Obama and Fortune 500 companies are issuing demands for change in the teaching of STEM at the university. How will we respond to this challenge? A short presentation will be followed by lively discussion.

WORKSHOP II on Successful Proposal Writing
Date: Friday, Apr. 4, 2014
Time: 12:00—2:00
Place: LTEC in Crumb Library
Facilitator: Catherine Sajna
In this workshop, facilitator Catherine Sajna (Pre-award Specialist/Grant writer) will explain the big errors most often made as well as the different audiences a proposal must address. She will lead a critique of some sample proposals. You may bring your own requests for proposals/grant announcements or actual proposals for some review.
Who’s Who in Scholarship

In this section, we feature a faculty member who is recently grant active. We would like to commend Dr. Rossiter for his research and scholarly activity.

Featuring Dr. Clifford Rossiter, Chemistry

Dr. Rossiter joined the Department of Chemistry in the Fall of 2008. He has a B.S. degree in Chemistry and Chemical Engineering from Clarkson University and a Ph.D. from The State University of New York at Buffalo in Medicinal Chemistry. Dr. Rossiter held a post-doctoral research position at the University of Maryland, College Park and prior to arriving at SUNY Potsdam was a Visiting Assistant Professor at Goucher College in Baltimore, MD.

Dr. Rossiter’s research interests are in the area of inorganic chemistry and include bioinorganic chemistry, medicinal chemistry and biosensors. Research in the Rossiter laboratory focuses on the application of scientific principles to issues endemic to the North Country with particular focus on the dairy industry. Two distinct projects are being initiated in his laboratory. The first utilizes essential oils for the treatment of Bovine Mastitis, inflammation of the mammary gland, while the second project focuses on developing more sensitive biosensors for the detection of bacteria.

Bovine mastitis is considered the most costly disease of dairy cows for farmers in the North Country. The organic regulatory agencies require dairy farmers to pledge not to treat their animals with antibiotics, preventing the typically prescribed treatment regimen for bacterial infection of the teats. As such, organic farmers have utilized a variety of homeopathic ointments to treat infection, including the use of naturally occurring oils. Unfortunately, research studies on the use of essential oils of thyme, oregano, and Western red cedar have yet to be successfully transmitted into clinical trials on dairy cows (personal communication, Dr. Bennett). Students involved in this project are creating new formulations that allow farmers to treat bacterial infections while still adhering to organic dairy farming regulations.

The second project focuses on the development of biosensors for the sensitive and selective detection of bacteria in milk. All the naturally occurring proteins, fats and lipids present in milk, complicate bacterial detection. Research in the Rossiter laboratory focuses on using known drug–enzyme interactions for greater selectivity.

Dr. Rossiter has been working with the Office of Research and Sponsored Programs to develop grants for submission to outside agencies. In addition to hosting two Grantsmanship Center workshops at SUNY Potsdam, the Office of Research and Sponsored Programs provided funding for Dr. Rossiter to attend NSF Day, a one day conference conducted by the NSF on grant submission to their agency. He has worked in close collaboration with Ms. Catherine Sajna of the Research and Sponsored Programs office to create a proposal directed at the development of new biosensors for submission to the National Science Foundation and the National Institutes of Health. Ms. Sajna has been instrumental in the organization and planning of this grant to be submitted this summer.

Research conducted in the Rossiter laboratory has been sponsored by a series of internal grants provided either through the Research and Creative Endeavors Grant, Grant Writing Initiative or the Walker Fellowship. In addition, students have obtained substantial funding through the Kilmer Apprentice program sponsored by the Center for Student Research.
To Pique Your Interest in Funding Opps

Below are some funding opportunities which may pique your interest. Besides the grants meant to support your specific research projects, there are grants meant to steer work into an area the funding agency has decided is important. These may be areas you’ve never thought of but which would be fun to get involved in.

Many federal grants are designed to encourage collaboration, data-based decision-making or new methodologies, and outreach to the community.

How to read the info below:
- The entries give a brief summary of the topic and the granting agency. If the “topic” is in capital letters and bolded, it is the actual title of the grant Program.
- If some due dates are past, consider applying for next year. Many grant opportunities are repeated each year.
- Within disciplines, entries are not in any particular order.

Funding in Fine and Performing Arts

Costume Society of America is offering $1,500 to help colleges or universities preserve their costume collections. Program: College and University Collection Care Grant. View: http://www.costumesocietyamerica.com/GrantsAwards/cucollections.html Due: Feb 28, 2015.

Dieu Donné offers workspace residencies for new faculty or artists residing in NY State to innovate with handmade paper. Each artist is paired with a master papermaker creating a unique collaborative experience where a new medium can be quickly learned and put into practice. Experimentation is highly encouraged throughout the residency. Program: Workspace Program. View: http://dieudonne.org/main.cfm?chID=5&inc=residencies Due: June 30.


Funding in Community Health

American College Health Association offers $5,000 “to spawn new ideas and innovative practices that improve students’ mental health and to share these ideas with other college healthcare professionals through presentations at state, regional, and national conferences and in publications in college health related periodicals.” Program: UnitedHealthcare StudentResources Initiatives in College Mental and Behavioral Health Grants View: http://www.acha.org/ACHF/UHCSR_award.cfm Due: January.

“In its place-based grantmaking, the foundation look for projects that engage community residents as partners in promoting health in the places they live. It believes the most effective way to improve health is to assist those ready to tackle community-defined problems.” Program: Kresge Foundation. View: http://www.kresge.org/programs/health Due: Any.

The Langeloth Foundation offers grants for innovative health projects in New York State especially for disadvantaged or prison populations. Program: Grant. View: https://www.langeloth.org/apply.php Registration Due: April 8.

Using Social Media to Understand and Address Substance Use and Addiction (NIH). “The goal of this FOA is to inspire and support research projects investigating the role of social media in risk behaviors associated with the use and abuse of alcohol, tobacco, and other drugs … and projects using social media to ameliorate such behaviors.” The project should be on a 3 year timeline for about $300k. Program: R21 View: http://grants.nih.gov/grants/guide/rfa-files/RFA-CA-14-008.html Due: March 25.
Funding in Education

SEED (Supporting Effective Educator Development) in the Department of ED provides grants for a non-profit like SUNY Potsdam to recruit K-12 teachers and principals to improve writing instruction or credentials. Program: SEED View: http://www.grants.gov/web/grants/view-opportunity.html?oppid=220193 Due: April 15.

Funding in Humanities

A $2,500 stipend is available for making use of library collections in two or more of the libraries in the Humanities Corridor (Colgate University, Cornell University, Hamilton College, Syracuse University, and the University of Rochester). Collection strengths include: Abolitionism, Architecture, Archival Sound, Cultures of Print, Gender and Sexuality, Modern Literature, Photography, Popular Culture, Post-colonialism & Ethnic Studies, in particular Native American Studies, and American Religion. Program: Central New York Humanities Corridor Visiting Scholars Program. View: http://library.syr.edu/find/scrc/grants/program.php Due: April 30.

The Gladys Kriebel Delmas Foundation offers $1-20,000 grants for a variety of humanities programs such as faculty seminars, exhibitions, festivals, and much more. Program: Humanities. View: http://delmas.org/?page_id=6 Due: Any.

The John Templeton Foundation offers unspecified amounts to philosophers, psychologists, scientists and etc who are interested in Big Questions - including such basic phenomena as altruism, creativity, free will, generosity, gratitude, intellect, love, prayer, and purpose. Program: Science and the Big Questions. View: http://www.templeton.org/what-we-fund/our-grantmaking-process Due: Apr/Sept.

The Spencer Foundation is offering $40,000 to philosophers who may bring their expertise to bear on problems in education. Program: Philosophy in Education Policy and Practice. View: http://www.spencer.org/content.cfm/philosophy-in-educational-policy-practice Due: Any.

Funding in Math and Sciences

Improving Undergraduate STEM Education (IUSE) is a new program funded by the NSF. It subsumes several other programs (STEP, TUES, WIDER) which had the eponymous goal of IUSE. Program: IUSE. View: http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=504976 Due: February.

The NSF is offering $500,000/year to improve the development and training of undergraduate and graduate students in the mathematical sciences. The opportunity encourages a complex program with many intervention points including research on the methods being used. Program: Research Training Groups in the Mathematical Sciences (RTG). View: http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5732 Due: June.
Funding in the Social Sciences

The APA is a sponsor for a grant to help two or more professors of psychology meet to collaborate and design new ways to teach psychology. Program: STP Partnerships Small Grant Program. View: http://teachpsych.org/members/grants/smallgrants.php Due: Nov.

The John Templeton Foundation “supports projects that apply the tools of anthropology, sociology, political science, and psychology to the various moral and spiritual concepts identified by Sir John Templeton. These include altruism, creativity, free will, generosity, gratitude, intellect, love, prayer, and purpose.” Program: Humanities. View: http://www.templeton.org/what-we-fund/our-grantmaking-process Due: Apr/Sept.

The Library of Congress is offering $20,000 for faculty to Teach using more Primary Sources (TPS). “Grants can be used to cover the expenses associated with delivering TPS professional development. This can include payment to a faculty member for revising a course syllabus to include TPS content; offering stipends so that teachers can attend a TPS workshop; paying a lecturer to conduct an online course that uses materials and pedagogical approaches from the TPS program, etc.” Program: Library of Congress Teaching with Primary Sources Regional Program. View: http://www.loc.gov/teachers/tps/ Due: Any.

The Wenner-Gren Foundation “supports world-wide research in all branches of anthropology” as well as workshops and symposia. It is offering $30,000 for an international collaboration between two anthropologists with complementary skill sets. Program: International Cooperative Research Grant (ICRG). View: http://www.wennergren.org/programs/international-collaborative-research-grants Due: June.

Funding in Other Areas

The American Library Association provides $5,000 for “the preparation of popular or scholarly reading lists, webliographies, indexes and other guides to library resources that will be useful to users of all types of libraries in the United States.” Program: Carnegie-Whitney. View: http://www.ala.org/offices/publishing/sundry/alapubawrds/carnegiewhitney Due: Nov.

The Association for Educational Research is offering a $40,000 grant to research either how to use large national data sets or "The Impact of Data on the College Search and Selection Process." Proposals for the latter should focus on how students and their families use data in the college search and selection process. NPEC is interested in finding out what data are important to students in their college search and selection process; whether such data are easily accessible to them; and how such data could be presented to maximize their impact. Program: Research Grant Program. View: http://www.airweb.org/GrantsAndScholarships/Pages/GrantProgramOverview.aspx Due: TBA.

The Nippon Foundation is donating 100 Books for Understanding Contemporary Japan to libraries around the world. The books are in English, “were selected by a committee of Japanese and foreign scholars, journalists, etc., and cover five categories: Politics & International Relations, Economy & Business, Society & Culture, Literature & Arts, and History.” View: http://www.nippon-foundation.or.jp/en/what/projects/readjapan/bookdonations/ Due: Sept. 14, 2014.

Proctor & Gamble are offering $50,000 to help universities improve curriculum or projects so that students will be more successful in business. This may include increasing creativity or interpersonal skills as well as other hard skills. There may be two requests per university from different departments. Program: Higher Education Grant Program. View: http://www.pg.com/en_US/sustainability/social_responsibility/grant_application.shtml Due: Sept. 30.
Compliance is an extremely important issue in the grant funding universe. There is a steep learning curve, but professional staff in the Research and Sponsored Programs Office can guide you through the process. For example, before you submit a proposal, you must file a disclosure statement and obtain IRB approval if it involves human subjects research or IACUC approval if it involves animal research (see below). Johanne Sullivan is the chair of both committees and will help you through those processes. After you have received an award, compliance involves how to manage the grant money. Kathy Chapman and Michelle Moulton, post-award specialists, can help you set up an accounting system, and deal with all of the exceptions that arise.

In accordance with Federal regulations, SUNY Potsdam requires that a researcher disclose to the Research and Sponsored Programs Office any potential conflict of interest due to a significant financial interest in a sponsored activity or grant BEFORE a proposal for that activity may be submitted to a sponsoring agency.

A potential conflict of interest exists when the personal or private interests of an individual, spouse or child might lead an independent observer to reasonably question whether the individual’s professional actions or decisions are influenced by considerations of significant personal interest, financial or otherwise, particularly if those interests or commitments are not disclosed.

In order to provide assurance that any potential conflict is disclosed, all investigators must read the Conflict of Interest Policy and then complete and submit the Annual Disclosure of Financial Interests and Obligations Statement no later than:

- Submission of an application to an external sponsor
- Acceptance of an award where there was no prior disclosure submitted for that work.
- On or before October 1 for on-going awards.

The policy and forms can be found on the Research and Sponsored Programs website at http://www.potsdam.edu/faculty/research/rspo/conflict/index.cfm
RCR Requirements
Because of federal regulations, all National Science Foundation (NSF) and National Institutes of Health (NIH) proposal submissions must include an institutional assurance that the University has provided training in Responsible Conduct in Research (RCR) to all researchers, including student researchers, who participate in NSF or NIH funded research. Effective January 4, 2010, the College requires all researchers involved in applications to NSF or NIH to have completed our training program, described below, before proposals may be submitted to those agencies. The NSF and NIH requirement applies to renewal applications as well as to new proposals or sub-awards.

Training Program
The State University of New York at Potsdam will require that all researchers receiving NSF or NIH funding complete training through the Collaborative Institutional Training Initiative (CITI) online training program to meet the RCR requirements. The CITI online courses are designed for faculty, staff, graduate students, and undergraduate students who have an interest or focus in the research areas targeted by federal support and serve to satisfy federal regulations that require RCR training as a part of the terms and conditions of a grant or contract. The modules contain information about responsible conduct in research, case studies, and quizzes related to each of the areas.

CITI Website
Faculty and staff who receive federal funding to conduct research or to supervise student researchers are responsible for ensuring all work is done in compliance with University, Federal and other applicable policies. The Office of Research and Sponsored Programs has been charged with overseeing compliance with RCR training requirements and will assist researchers in identifying and completing appropriate RCR training, instructions, and guidance. New users of the CITI Program must register to create their own username and password and gain access to the site by selecting “New Users Register Here” and selecting SUNY-College at Potsdam in the “Participating Institutions” drop-down box. http://www.citiprogram.org

CITI Core Training Modules
Nine core areas recommended by NSF and NIH are covered by the CITI training modules:
- Acquisition, management, sharing, and ownership of data
- Publication practices and responsible authorship
- Conflict of interest and commitment
- Research misconduct
- Peer review
- Mentor/trainee responsibilities
- Collaborative science
- Human subjects protections
- Animal welfare
Please note that these RCR modules are not substitute training courses for individuals who conduct research utilizing human participants or animals. If you plan to conduct research utilizing human participants or animals, you must also complete the required basic training courses in those areas. In addition, all human subjects research projects must be reviewed by the Institutional Review Board (IRB) and all animal research projects must be reviewed by the Institutional Animal Care and Use Committee (IACUC). Further information about meeting requirements to conduct human and animal subject research can be found in this newsletter and on the Research and Sponsored Programs website.

CITI Discipline Specific Modules
There are five discipline specific online RCR courses available on the CITI program through SUNY Potsdam. Individuals are required to complete only the most relevant discipline specific course.
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct Research Course
- Arts/Humanities Responsible Conduct of Research Course
- Administrators Responsible Conduct of Research Course:
- Animal Researchers Responsible Conduct of Research Course

Completion Monitoring and Records
The Office of Research and Sponsored Programs will monitor records for completion of the required online RCR training components. Failure to comply with these requirements could make both individual researchers and the College ineligible to receive funds from either of these funding agencies.

Questions regarding the training program can be directed to Kathy Lamay in RSPO at lamaykm@potsdam.edu or x3121

Thank you for your cooperation in assuring that the College meets its compliance obligations with federal agencies.
Human Subjects (IRB)

Quick Reference regarding research involving human subjects

It is the responsibility of each investigator (faculty, staff, student, and affiliate researcher) to bring ALL proposed research activity involving the use of human subjects or activity involving data collection from, or related to, human subjects to the attention of State University of New York at Potsdam Institutional Review Board (IRB) for review and approval.

- This includes historical, educational, and business related research, survey and interview procedures, as well as research involving clinical and experimental techniques.
- Student initiated research and class projects that involve human subjects must also be submitted for review.

Your study may be eligible for exemption from review or for expedited review. Examples of research that might be eligible for expedited review include:

- Prospective collection of biological specimens for research purposes by noninvasive means;
- Collection of data through noninvasive procedures;
- Research involving materials (data, documents, records, or specimens) that have been collected or will be collected solely for non-research purposes;
- Collection of data from voice, video, digital, or image recordings made for research purposes;
- Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation identity, language, communication, cultural beliefs or practices, and social behavior);
- Research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies.

Full IRB review is required when research:
- Does not meet the criteria for expedited review;
- Requires the use of deception;
- Requires the use of subjects from populations in need of special protection (e.g. prisoners, individuals with disabilities, victims of abuse, pregnant women, and children).

All researchers must take the CITI online training program which includes modules in “Defining Research with Human Subjects,” “Informed Consent,” and “Social and Behavioral Research”.

Questions about the CITI Training, the IRB process or whether the IRB process is relevant to your research should be addressed to Johanne Sullivan at x2688 or sullijo@potsdam.edu

Animal Subjects (IACUC)

The SUNY Potsdam Institutional Animal Care and Use Committee (IACUC) reviews the use of live animals in research, teaching, or service by faculty, staff, or students affiliated with SUNY Potsdam, regardless of where the activity occurs and of the activity’s funding source.

Please allow adequate time for your proposal to be reviewed prior to the intended start date of the project. The committee requires sufficient time to review the proposal and to suggest any revisions prior to project approval by the institutional official.

Researchers are reminded that state and federal laws require that all projects involving animal subjects be reviewed. All researchers must take the CITI online training program. Researchers might also have to obtain appropriate state and federal permits. For further information, meeting schedule, and forms go to: http://www.potsdam.edu/faculty/research/rspo/IACUC/index.cfm

If you are unsure whether the project you plan to conduct should be submitted to the IACUC or have questions about the approval process, please contact Johanne Sullivan at x2688 or sullijo@potsdam.edu
Research and Creative Endeavors Program

The Research and Creative Endeavors Program is designed to provide faculty with seed money to pursue a research or scholarly project and eventually seek and attract external funding for their work.

As in the past, in making awards, the Committee will especially emphasize projects that have the potential to encourage new faculty, women, and minorities; to support research and creative endeavors across the disciplines; and to attract external resources.

The maximum award per project is $1,000. Generally, this program does not provide funding for conference travel, computer equipment and general office expenses.

Deadline: April 2

Grant Writing Initiative (GWI)

Awards will be made based on the following considerations:

- Quality of proposal
- Match between proposal and sponsor (likelihood of success)
- Institutional support of proposal.

Up to 6 awards will be made in May 2014.

Grant Development Program

The Grant Development Program will provide awards of up to $1,500 to full-time faculty of professional staff to pursue the development of new proposals for submission to external funding agencies. All successful applicants will be required to submit a full proposal (with a budget of at least $50,000 per year) to an external sponsor within one year from the time of award. It is expected that those interested will have identified a potential sponsor and contacted that sponsor to discuss funding possibilities. The application form requires a description of the proposed project and a project time line that incorporates the applicant’s plans for meeting the grant submission deadline. Allowable budget items include travel, supplies, books, duplicating, telephones, etc.

Deadline: Open.
Finding Funding

Three databases are available to the SUNY Potsdam community for use in searching for funding opportunities. They can be found at the Research and Sponsored Programs webpage under the subheading "Finding External Funding." The link is [http://](http://). Two of the databases are best used on campus, but The Community of Science (COS) can be subscribed to in two minutes and can be used from any location. A workshop on how to use it is offered in the Fall, but tutorials are available at any time upon request to Catherine Sajna at sajnacam@potsdam.edu.

Writing the Proposal Narrative

A workshop on proposal writing is offered on April 4. However, individual review is also available. It is strongly recommended by all grant writing experts that proposals be read by at least one person who is outside the field. This should be done at least two weeks before the grant is due so that there is time for changes in the style of presentation. Catherine Sajna Pre-Award Specialist/Grant Writer provides this service and you can contact her at: sajnacam@potsdam.edu

Budgeting

The budget shapes the whole project, so it is important to have a clear grasp on travel costs, indirect costs, and what is and is not admissible in the budget. Stipends can be a sticky issue. Kathy Chapman is extremely experienced and is available for help on budget issues. She can be reached at: chapmakha@potsdam.edu

Resources for Grant Funding at SUNY Potsdam

Our Mission:

The Office of Research and Sponsored Programs is committed to contributing to the enrichment of the College faculty and staff and ultimately its student population by offering assistance to faculty and staff in obtaining and administering internal and external funding in support of their research and creative endeavors. The office prepares external grant proposals and administers external grant awards following the regulations and guidelines of the Research Foundation for SUNY. The unit provides research compliance services at the college for all faculty, staff, and students. The college's annual Learning and Research Fair, which showcases students and faculty research and creative activities, is coordinated by the office.

RSPO Newsletter links at [http://www.potsdam.edu/faculty/research/rspo/newsletter.cfm](http://www.potsdam.edu/faculty/research/rspo/newsletter.cfm)