



Building Mountains of Knowledge

Western Carolina University

# Research Administration

January 2009

## Funding Resources

Proposal Central is an e-grant making website shared by government, non-profit, and private organizations. Proposal Central uses a paperless network to interact with applicants, reviewers, and grantees.

[http://proposalcentral.altum.com/altum\\_proposalcentral.htm](http://proposalcentral.altum.com/altum_proposalcentral.htm)

Fund Source is a search tool designed to help behavioral and social scientist find research funding. The site includes short descriptions, contact information, and web links to programs in federal agencies, and international organizations.

<http://www.decadeofbehavior.org/>

## NSF Fastlane

-Microsoft Word 2007 (.docx) is not supported on FastLane.

-To upload the file, use Microsoft Word 1997-2003 (.doc) file type.

-To prevent loss of data in the conversion, do not convert Microsoft Office 2007 without equations and graphics embedded.

-A different option is to convert Microsoft Word 2007 (.docx) to PDF with Adobe Acrobat 8.0 Professional. This PDF file can be used in the FastLane file transfer.

## Grant Writing Workshop

There will be a workshop on April 6th, 2009 titled "Fundamentals of Successful Grant Writing: Tips from a Funding Agency Perspective." The workshop will be sponsored by the North Carolina Biotechnology Center (NCBC). The NCBC will also share valuable insights on what makes a successful grant proposal from the perspectives of a funding agency or reviewer. The workshop also includes information to help participants explore strategies for improving their success. The tentative time for this workshop is from 2:00—4:00 pm and the location is not yet determined.

## Web Gems Online—>

Online specifically for help with grant seeking, "Web Gems" contains perfect information for both the novice and veteran grant-seeker. It contains links to large funding sources, help with the planning and development of proposals, assistance for writing, editing, and producing proposals, help with the development of a proposal budget, and guides for ensuring regulatory agency compliance. All of this help is divided by links geared to the specific funding source you have in mind. Included are federal, foundational, corporate, and other public and private funding sources. In addition to Western Carolina University Research Administration's website, check:

<http://www.minerandassociates.com/Web%20Gems.htm>

## Numbers in the News (December Results)

	Current Month		Year to Date	
	2009		(7/1/08 to Present)	
	Dollars	Number	Dollars	Number
<b>Proposals received</b>	\$2,219,428	11	13,966,688	57
<b>Awards received</b>	\$211,777.00	6	\$3.0 Million	43
<b>IRBs received</b>	19		126	

## The Freedom of Information Act

Want to find out how to gain an advantage when applying for a grant? The Freedom of Information Act states that public granting agencies must give you information such as: (1) The list of grantees awarded in the last year [which can show you the average grant size the funding agency tends to award] (2) The review of previous grants which can allow you to gain tips on the style and format the agency prefers, and (3) Information on the reviewing process which can give insight into the background and review "rubric" that the reviewers of the proposal utilize in their decision.



REMEMBER: To ensure that the best possible proposal package is submitted for funding, it must be received by Research Administration **at least 5 days** before it is due to the sponsor. A special thanks goes to those researchers that met the deadline and helped us help them succeed! Proposals received by RA the day they are due to the sponsor run a **risk of not being submitted**.

## NSF Announces Budget Changes

The National Science Foundation (NSF) is a major funding source for basic research concerning science and technology. It recently announced changes in budget and other areas. The Fiscal Year 2009 budget request totals \$6.85 billion, a 13% increase over FY 2008. Included in the request:

- \*Research & Related Activities: \$5,594M, a 16% increase
- \*Education & Human Resources: \$790M, an increase of nearly 8%
- \*Major Research Equipment & Facilities Construction: \$148M, a 33% decrease
- \*Agency Operations & Award Management: \$305M, an increase of slightly over 8%
- \*National Science Board: \$4M, a 1.5% increase
- \*Inspector General: \$13M, an increase of over 14%

## Proof-Reading is a Must!

Grant makers have often identified a number of words you might want to avoid when writing proposals. For, example, three words overused – words with empty calories – are **very, good, and important**. To spot weak words, delete them from your spell checker dictionary. Reason: each time you spell check your proposal, your word processor will point out the offending words as “misspelled” and you’ll have a chance to substitute more persuasive language.

## Using Spell-Check

Most proposals have errors in punctuation, subject-verb agreement, and spelling. Such errors are preventable and cost you psychological points with the reviewer. While your spell checker will point out misspelled words, grammar is another matter. If you’re not a grammarian, find someone who is. In fact, it is difficult to proof your own writing. Your grammar edit requires a fresh pair of eyes. Take the time to engage whoever is necessary to get an editorial critique.

## Office of Economic Adjustment Helps Communities

The Office of Economic Adjustment (OEA) offers technical and financial assistance to adversely impacted communities and coordinates the involvement of other Federal Agencies through the Defense Economic Adjustment Program and the President’s Economic Adjustment Committee. For Federal Funding opportunities and initiatives visit the OEA website for current information and programs that could help your community or read through the OEA’s newsletter to learn about projects currently taking place and other important news. The OEA also provides a list of helpful publications and community contacts.

<https://www.oea.gov/OEAWeb.nsf/Home?OpenForm>

## Office Move

We’ve Moved! Research Administration is now in office suite 110 of the Cordelia Camp building. Stop in for help with research, proposal or funding questions Monday through Friday or call for an appointment. These new offices are just across the hall from the old location.

## Proposals

In December, the following researchers submitted proposals:

**Andrew Coburn**  
**William T. Thompkins**  
**Louis Buck**  
**Hartwell Francis**  
**Cheryl Johnson**  
**Vincent Hall**  
**Elaine Franklin**  
**Dyona Davis**  
**Thomas E. Ford**  
**Joseph H.K. Pechmann**  
**Weigung Yang**

Thanks for your submission and good luck!

## Awards

In December, the following researchers were granted funding:

**John Habel**  
**Michael Hubble**  
**Louis Buck**  
**Roseanna Belt**  
**Tilt Thompkins**  
**Vincent Hall**

Congratulations and good luck with your research!

Find the latest funding news:

<http://research.wcu.edu/6788.asp>



# Meet the Team

## Words to Avoid when Writing your Proposal

**Michelle Hargis**, Ed.D.,  
Associate Dean, Graduate  
School and Research  
828-227-7212

[mhargis@email.wcu.edu](mailto:mhargis@email.wcu.edu)

With over 25 years in research administration, Michelle leads a dedicated staff to reduce the administrative burden of conducting research.

**Reginald Rogers**, Assistant  
Director

828-227-2576

[rlrogers@email.wcu.edu](mailto:rlrogers@email.wcu.edu)

Reggie can help you find funding, develop your budget, prepare your proposal, and a whole lot more. Bring your research ideas to him and he'll help you get started.

**Wanda Ashe**, Grants Manager  
828-227-2575

[ashe@email.wcu.edu](mailto:ashe@email.wcu.edu)

Wanda is the one to guide you through the maze of setting up your budgets, reconciling your funds, getting a subcontract signed, and providing the guidance and training you need to stay out of hot water with auditors.

**John Hawes**, Project Specialist  
828-227-3177

[jhawes@email.wcu.edu](mailto:jhawes@email.wcu.edu)

John is the point man for the Institutional Review Board, so if your project will involve human subjects he's the one to see.

A survey sent to university faculty discovered the words and phrases they do not wish to see again on student papers. This list reminds us to avoid tired, obnoxious, and vague old words and phrases in proposal writing. They listed: Amazing, Arguably, Awesome, Basically, Commonality, Constitutive, Cutting edge, Dehumanize, Downsize, Empowerment, Feedback, Feel, Hopefully, Impact, In terms of, Inform, Input, Interesting, Interface, It is the fact that, Lifestyle, Mentor, Mindset, Multifaceted, Necessarily, Normalcy, Notion, Outright, Paradigm, Parenting, Proactive, Quality time, Role model, Synergize, Thing, To craft, To Showcase, Tremendous, Ultimate, Utilize, Venue, Vivid, Wellness, and With regard(s) to.

## Funding Organization in the Spotlight

Despite an economy in a downward turn, the numbers at NSF continue to be positive. NSF's budget request has increased by 13% over fiscal year 2008. Research activities, education activities, and other agency operations have all seen a positive increase as well.

The changes at NSF and the resulting budgetary increases are in part due to its recent personnel changes. The changes include:

- Thomas W. Peterson—Assistant Director of Engineering
- Dr. Edward Seidel—Director of the Office of Cyberinfrastructure
- Dr. Tim Killeen—Assistant Director for Geosciences
- Dr. W. Lance Haworth—Director of the NSF Office of Integrative Activities
- Dr. Henry Blount—Head of the EPSCoR Office

Remember that the Research Administration's website at <http://research.wcu.edu> is a helpful tool that is always available to help you find research funding, writing assistance, proposal guidelines, frequently asked questions, and more!

## Western Carolina University

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