Welcome to the Summer 2013 edition of the College of Education EXPLORE newsletter! The first edition published in March 2013 was well received and the COE Research Support Team thanks you for all the positive comments on our opening publication. As we enter into the summer, I want to take this opportunity to express our gratitude to Richard Howell for his years of leadership as Dean of the College of Education and wish him well on his sabbatical. I also want to thank Viola Florez for agreeing to serve as Interim Dean as we transition to the future.

I am pleased to announce that the spring semester was another productive semester of external funding in the COE. A current list of awards for grants and contracts from January to April of this year is listed in the table below. Also, the 2013 New Mexico Research Initiative, Summer Research Program grants have been awarded to COE faculty. A complete list of awardees can be found at: http://coe.unm.edu/uploads/docs/coe-main/research/Research2013.pdf

What you will find in this edition includes:
- Awardees lists of COE Summer Research Program grants for 2012 and 2013
- News regarding cost share policies & procedures, limited competitions and the new RAPID form suite at UNM
- Updates on Cayuse and Click IRB workshops/trainings
- Benefits of being a grant reviewer
- Using charts and tables in federal grant proposals
- Graduate and Professional Students Association student grants
- Update on the intensive reporting and accountability work done by the COE information management team, Jep Chote and Carol Bernard.

Enjoy the summer edition and I welcome your feedback, input, and ideas for future editions.

COE AWARDS: JAN-APRIL ’13

Congratulations to the following Principle Investigators

<table>
<thead>
<tr>
<th>PI</th>
<th>PROJECT TITLE</th>
<th>AGENCY</th>
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<tr>
<td>CEPR</td>
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<tr>
<td>Angelo Gonzales</td>
<td>Community Fund</td>
<td>United Way of Central NM</td>
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<td>Peter Winograd</td>
<td>NM Challenges and Opportunities</td>
<td>Daniels Fund</td>
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<td>HESS</td>
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<tr>
<td>Elba Saavedra</td>
<td>Komen FY 14: Improving Emotional and Practical Support</td>
<td>Komen Foundation</td>
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<tr>
<td>Carole Conn</td>
<td>Impact of Meal Frequency</td>
<td>Nutrisystem, Inc</td>
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<td>NMSLI</td>
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<td>Linda Paul</td>
<td>FY 13 Gordon Bernell Project</td>
<td>Gordon Bernell Charter School</td>
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<tr>
<td>Linda Paul</td>
<td>FY 13 Leadership Development CCSD</td>
<td>Central Consolidated School District</td>
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**ACTIONS THAT REQUIRE CAYUSE SP RECORD vs. EMAIL NOTIFICATION**

What grant/contract actions require a Cayuse SP record and which grant/contract actions can be completed via e-mail to your Pre Award Contract and Grant Administrator? In general, any action that involves funding from a sponsor and/or requires formal authorization and signatures will require a record to be entered into Cayuse SP. The table below will help you determine what specific actions need a Cayuse SP record and which do not.

<table>
<thead>
<tr>
<th>Cayuse SP Record Needed</th>
<th>E Mail Notification Needed</th>
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<tbody>
<tr>
<td>New Proposal (UNM is Prime or Subawardee)</td>
<td>No Cost Extension Request</td>
</tr>
<tr>
<td>Resubmission Proposals (UNM is Prime or Subawardee) No Cost Extension Request</td>
<td>Prior Approval Request</td>
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<tr>
<td>Funded Contracts not originated with proposal submission</td>
<td>LOI/White Paper/Concept Paper without budget and does not require a signature from the UNM Authorized Representative</td>
</tr>
<tr>
<td>LOI/White Paper/Concept Paper with required budget and/or required signature from the UNM Authorized Representative</td>
<td>Pre-Award Spending Form</td>
</tr>
<tr>
<td>Non-Funded Agreements (MOU, MTA, data access, etc.)</td>
<td>Internal Budget Revision Request</td>
</tr>
<tr>
<td>Supplemental Funding Requests</td>
<td>Award Institutional Transfers (Outgoing Award from UNM)</td>
</tr>
<tr>
<td>Continuation</td>
<td>Limited Competition Pre-Proposal (the pre-proposal that is submitted to the Limited Competition Committee in order to be selected)</td>
</tr>
<tr>
<td>Award Institutional Transfers (Incoming Award to UNM)</td>
<td>Change of PI Requests</td>
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<td></td>
<td>Carryforward Requests</td>
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<td>Non-Disclosure Agreements – Pre-Award will set up projects in Cayuse SP for these agreements</td>
</tr>
<tr>
<td></td>
<td>Material Transfer Agreements – Pre-Award will set up projects in Cayuse SP for these agreements</td>
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</tbody>
</table>

*Lindsay Campbell, Contract and Grant Administrator, Pre-Award Services*

**SUMMER RESEARCH GRANTS**

The summer of 2012 was the inaugural year for College of Education faculty summer research grants, funded by the UNM Provost’s Office. A wide range of projects were conducted representing both COE departmental and interdepartmental collaborations across the university. Fourteen projects were funded in total, representing five COE departments. The PIs and Co-PIs presented their project outcomes at the 2013 COE Graduate Student Colloquium Kick-Off Research Conversation event in March.

The Office of the Dean, College of Education, is pleased to announce the 2013 New Mexico Research Initiative, Summer Research Program awardees. The objective of the program is to stimulate and advance research by encouraging COE faculty to utilize available time in the summer to focus on research projects that are aligned with the mission of the College of Education. Fifteen awards were granted, six Tier I and nine Tier II grants. Tier 1 targets interdisciplinary research programs and Tier 2 is for individual investigator.
UPDATES ON CLICK IRB

Human Research Protections office (HRPO) is still offering training for Click IRB, the new electronic IRB submissions/review system. The following training options are available:

- Training with optional hands-on workshop: This training is offered every Monday through June 2013 from 10am to 11:30am at the Health Science Library and Informatics Center (HSLIC), Room 226. Prior registration is required. Vanessa Tan can be contacted at vtan@salud.unm.edu for seat reservation.
- Group Training: Group training can be requested for a minimum of 8 participants or more. They also require that the requesting department reserve the meeting space equipped with a projector, etc. The HRPO calendar can be viewed for open time slots at: http://hsc.unm.edu/som/research/hrrc/calendar.shtml. To request a group training, Vanessa Tan can be contacted via email at vtan@salud.unm.edu
- Online Training: Online training is offered through Learning Central and the UNM HRPO website.

UNM/HSC Researchers can access the training, HSC 115-001 through Learning Central

Non-UNM/HSC Researchers can access the training via: HRPO Website, Click Online Training

HRPO anticipates that all IRB applications will exclusively be accepted through CLICK IRB beginning June 1st, 2013. All researchers are required to complete the IRB training in order to receive their Click IRB user access information.

More information on Click IRB can be found at: http://hsc.unm.edu/som/research/hrrc/click.shtml

Mapela Motshabi-Custodio,
Faculty Research Support Office and IRB Liaison,
Office of the Vice President for Research

R.A.P.I.D.
Research Administration Project Internal Documents

The Office of Vice President for Research has created the RAPID form suite which is the new interactive budget template for PIs to use as their internal UNM budget. It also replaces the Award Budget Sheet (ABS) form and directs information to Cost Share and Pre-Award Spending forms.

At the heart of the RAPID worksheets is the Internal Budget spreadsheet (IBS). The IBS displays a highly detailed budget for reviewers and approvers, internally within UNM Cayuse routing. Because the fringe rates, insurance rates and tuition rates are built-in and are accounted for correctly at the proposal state, the need to re-budget after the notice of award, is less likely to occur. It is no longer necessary to submit a separate ABS after a notice of award because the IBS incorporates account codes, department ORG codes and PI Org codes. Simply upload the completed RAPID worksheet as a single Excel file into Cayuse SP at the proposal stage, and Pre-Award Services will use your existing IBS to set up your Index Account.

The Salary Building Tool provided with the RAPID forms will assist you in budgeting faculty, staff and student salaried and fringe, based on current published base salaries, fringe rates and health insurance rates. Salaries are adjustable based on faculty appointment type, FTE and project effort. The reference section is provided for quick and easy access to applicable rates, memos, policies, procedures, account and ORG codes. Many of these references are hyperlinked to the original forms or websites.

RAPID worksheets also include a combined costsharing budget with spending plan and commitment form, a pre-award spending worksheet (also known as a request to spend funds form,) and an indirect cost (F&A) reduction request form. These forms may be completed independently of the IBS, and uploaded into Cayuse SP as separate .pdf documents, or can remain a part of the Excel file and uploaded into Cayuse SP. It is important to know that these forms are fed by the IBS and are nearly complete after entering the information into the IBS. With the exception of the Pre-Award spending form, all other approvals are done electronically through the Cayuse SP routing and approvals. Pre-award spending does currently require “pen-to-paper” signatures by department Chairs and Deans or persons with authority of over-expenditure index.

It is a very unique and easy to use tool. However, if needed training is available through Learning Central.

There are two versions of the form: one for single PIs and departments and one for multiple PIs and Departments. We have included the link below to the OVPR forms page: http://research.unm.edu/forms/unmforms.cfm

Bev Hall,
Contract & Grant Fiscal Support, College of Education
**WHAT IS COST SHARE?**

*An Explanation of UNM Cost Share Policies and Procedures*

Anytime UNM faculty and/or staff member provides quantifiable services, equipment, facilities, effort, etc. on a sponsored project without compensation by the sponsor this is considered cost share and must be tracked. Terminology used by individual funding agencies may vary, and can include: cost sharing, matching funds, institutional commitment, and in-kind contributions. The Vice President for Research Office’s position is that we do not contribute cost share voluntarily.

Proposals with cost sharing requirements, mandated by the sponsor, must have a completed Pre-Award RAPID form that includes the Cost Share Budget Sheet and authorization form and this RAPID form must be uploaded into Cayuse SP. The RAPID form can be found at: [http://research.unm.edu/forms/unmforms.cfm](http://research.unm.edu/forms/unmforms.cfm) and is titled, “Pre-Award RAPID Forms Suite.” This form is required when cost share is included in a proposal because Federal accounting regulations require that all such costs be documented in the University’s financial record system (Banner).

**UNM COST SHARE PROCEDURE FOR FACULTY AND STAFF – AT PROPOSAL STAGE:**

1. In the Notes section of the Cayuse SP record reference the page number of the solicitation in which the agency states that cost sharing is mandatory and upload the solicitation into the Cayuse SP record.

2. Fill out Cost Share questions located in the Budget section of the Cayuse SP record.

3. Upload signed cost share budget and commitment form into Cayuse SP. **Please make sure all index numbers have been listed for all cost share commitments.**

**UNM COST SHARE PROCEDURE – AT AWARD STAGE:**

1. UNM Contract and Grant Accounting office will enter cost share commitment into Banner for the appropriate project.

2. UNM Contract and Grant Accounting will track cost share commitments.

**Helpful Links:**

UNM Cost Share Policy 2430

Cost Share Explained You Tube Video from NCURA
[http://www.youtube.com/watch?v=bts-ilK5MPs](http://www.youtube.com/watch?v=bts-ilK5MPs)

Cost Share FAQ’s
[http://research.unm.edu/policiesprocedures/](http://research.unm.edu/policiesprocedures/)

Lindsay Campbell,
Contract and Grant Administrator, Pre-Award Services

**RESEARCH AND INFORMATION MANAGEMENT TEAM UPDATE**

March and April were intense times for the COE Research and Information Management Team. Jep Choate and Carol Bernhard completed the Faculty Workload report for the Provost, the PEDS report for NCATE, and the Title II Report Card, for the US Dept. of Education. The last two reports provide comprehensive overviews of the college, especially focusing on teacher prep enrollments, completions, and faculty. Other recent activities for the office include preparing the Education Accountability Report for the LESC, and responding to the US News and World Report Survey. The office has provided data support for the COE Program Review. Additionally, the team provides data and analysis support for the Dean and for the College, responding to ad hoc requests from faculty and staff.

Jep Choate, Research & Information Management, COE Administration

Carol Bernhard, Institutional Researcher, COE Administration
WHY BE A GRANT REVIEWER?

Katherine E. Stewart writes a blog for the Chronicle of Higher Education. On March 21 of this year she wrote Why I Became a Grant Reviewer. In her blog she identifies the benefits, both professional and personal, that she derives from serving as a reviewer of research proposals. The comments from readers of the blog are enlightening as well. If you are interested in improving your grant writing skills, staying abreast of current research, and connecting with colleagues in a different environment you should take a few minutes to read this recent post.

Dr. Stewart speaks primarily about being a peer reviewer for research applications. There is an additional area you can consider if your interest is in putting research into practice. In addition to research applications you can consider becoming a reviewer of discretionary grant applications.

The vast majority of Federal funds provided to the States to support education are formula grants that are allocated based on demographic data. Discretionary grants are competitive in nature and require panels of reviewers to evaluate and score the applications. The highest scoring applications are funded first until all available funds have been awarded. This means that even when an agency indicates that it will only fund a small number of grants in a particular year a large number of grant applications may still need to be evaluated.

If you are primarily focused on the preparation of professionals the review of discretionary grant applications gives you benefits that research applications do not. The majority of these proposals are aimed at implementing innovations. A school district, for example, defines a particular problem and then describes how it will address this problem in the unique context and environment of that district. The work of reviewing these discretionary grant applications is just as hard and time consuming as reviewing research proposals but it offers an added benefit. You will get a snapshot of what schools across the country are identifying as critical problems and what innovations they are proposing to address them.

Just as with research applications, the Department of Education issues calls for peer reviewers. For example, the Investing In Innovation Fund (i3) has a current call for peer reviewers for its 2013 applications process. Other calls are issued throughout the year. A good resource is the list of discretionary grant programs and the forecast of funding available. Here you will find information on all of the various grant programs from literacy instruction for incarcerated women to professional development of early childhood teachers. The list also identifies the person in the Department of Education responsible for that program. Even if it is too late this year for you to participate in reviewing applications in your field of expertise you can still communicate with the right office for next year.

Serving as a grant application reviewer provides rewards commensurate with the effort it requires. You will learn a lot – not just about what is happening in your field but what it takes to write a winning proposal.

Ron Saunders,
Advisor, International Program Development

ANNOUNCEMENTS

From the Pre-Award Office

1. Interdepartmental F&A Split Forms No Longer Needed

As of Tuesday March 12, 2013 the Pre-Award office is no longer requiring F&A Split forms to be filled out for main campus interdepartmental proposals. Going forward, each main campus department that is involved with a specific proposal will be required to have a separate budget uploaded into the Cayuse SP record at proposal stage and a separate ABS at the award stage.

The F&A Split form will still be required to be uploaded into the Cayuse record for proposals in which both HSC and Main campus departments will be working on the project. The Main campus and HSC F&A Split Form entitled, “F&A Split Form – HSC and Main Campus Split” can be found at: http://hsc.unm.edu/financialservices/preaward/forms.shtml. Please note, the Main campus Pre-Award department will review the proposal budget, check the F&A Split form and then send it off to HSC for signatures; the only thing the department administrator and faculty members need to do is fill out the direct costs for both HSC and Main campus and then upload the form into the record.

2. Updated Guidance from NSF Regarding Automatic Compliance Checking in FastLane

Effective March 18, 2013 the NSF FastLane system will now complete proposal compliance checks to make sure all required proposal documents are uploaded before submission. Please see link for the email from NSF detailing what FastLane will now check for as well as how to avoid proposal errors with this new compliance check.

http://coe.unm.edu/uploads/docs/coe-main/research/PreAward-Letter.pdf
A few more tips from Local/State Funding Report on using charts and tables:

• Each graphic should include a title, specific data, relevant dates, citations of sources, and a caption summarizing the key points you’re making through the use of the graphic.

• Keep the graphics simple. If what you’re trying to convey requires a very complex and intricate graphic, you may be better off skipping the graphic altogether. Instead, make the point clearly in the text.

• Make each graphic relevant to and consistent with the proposal narrative.

• Explain anything in the graphic that may not be clear to a reviewer.

Denise Wallen, PhD, 
Research Officer/Research Assistant Professor, 
College of Education

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UNM LIMITED COMPETITIONS

What they are:
A limited competition occurs when a funding agency restricts or limits the number of proposals that may be submitted by an institution for a particular opportunity. Often this information is contained within the eligibility requirements section of the agency’s funding opportunity announcement (FOA), but placement and terminology will vary from sponsor to sponsor. Limited competitions are held only when the number of proposals submitted by an institution or organization is restricted. In some cases, the FOA will restrict the number of proposal submissions allowable from a single PI (Principal Investigator) for that particular opportunity. Keep in mind that a limited competition only occurs in the case of a limitation that applies to the institution as a whole, not to the individual PI. The limited competition’s process is important because it consolidates the University’s approach to restricted opportunities and prevents the wasted effort that results from inadvertent multiple submissions and inevitable disqualification.

How it works: the call, review process
When an opportunity arises for which the University of New Mexico is an eligible applicant, but proposal submissions are restricted to one (or sometimes two or three) per institution; an internal competition is held within the University in order to fairly select the proposal/s that will be submitted on behalf of our institution.

Here at UNM, Main Campus Limited Competitions are organized by the Office of the Vice President for Research (OVPR) Limited Competitions Management Team. The Limited Competitions Management Team carefully reviews each opportunity, summarizes the relevant requirements, and composes the Limited Competitions call letter, which then gets posted on the Limited Competitions page under the “Find Funding” tab on the Office of the Vice President for Research website. The UNM Limited Competitions call letter is simultaneously sent out via email to Deans, Department Chairs and Directors as well as to those who subscribe to OVPR’s Email Alert Services list. http://research.unm.edu/EmailAlertServices/list_req.cfm

Generally, a limited competition will require a 3-page pre-proposal narrative, a budget, and PI and Co-PI CV’s (combined in a single PDF). Be sure to attend to the specifications of the Limited Competitions call letter. Do not attempt to submit a full proposal package.

Limited Competition pre-proposals and accompanying materials are not submitted through Cayuse SP, as the review process is internal to the University. Instead, they are submitted to the Limited Competitions Management Team via email, to the following address: limited@unm.edu. Included in each call letter are instructions for what should be contained in the subject line of the email submission.

In some cases, when the timeline between an opportunity’s announcement and deadline is unusually short, the Limited Competitions announcement email alert will include the phrase “Rapid Response” in the subject line. A “Rapid Response” call entails an accelerated process which could request a statement of interest, a one-page letter of interest or the usual 3 page pre-proposal, depending on the timeframe and the sponsor’s specifications.

Once the pre-proposals are submitted, the Limited Competitions Management Team assembles a review panel from Limited Competition Committee members in order to conduct a peer review. The Limited Competitions Committee is made up of UNM faculty and staff with a broad range of expertise and successful funding history. Submissions are not reviewed blind. Once a decision is made, the Limited Competitions Management Team sends a notification to the winner via email, and posts the announcement on the Limited Competitions webpage.

At that point, the winner of the Limited Competition is cleared to develop a full proposal and submit it via Cayuse SP to the UNM Pre-Award office for final review and agency submission.

PI’s in the College of Education are encouraged to submit an Early Alert via the COE website as soon as they have been informed of their proposal’s selection in a Limited Competition. This will allow the COE Research Support Team time to best assess how they can support the proposal’s refinement and final submission to the Pre-Award Office.

What you can do, where to go:
The Limited Competitions webpage is a great resource not only for scouting for upcoming opportunities, but also for seeing what’s come up in the past. Often, agencies operate on annual cycles, and opportunities are reoccurring. If you see an FOA for which the due date has come and gone but still piques your interest, check with the program officers or agency point of contact to see if the opportunity will be offered again in the coming year.

Here’s the link to the Limited Competitions page on the OVPR website:
http://research.unm.edu/findfunding/limited/index.cfm

Currently there is a need for Limited Competition Committee reviewers—interested in becoming a member of the limited comp committee? Please send an email notifying David Scott, Associate Dean for Research, of your interest.

The link to subscribe to Limited Competitions announcements can be found on the OVPR home page “research.unm.edu” in a box on the right side of the page called “Act Now”. Click on “Subscribe to our Alert Service”.

Know about an upcoming opportunity but don’t see it on the Limited Competitions page? Notify the Limited Competitions Management Team as soon as possible so that they can review the opportunity and compose the call letter.

Allison Hagerman, PhD, Faculty Research Support Officer, Office of the Vice President for Research
GPSA GRANTS

Understanding the Three Available Grant Types

The Graduate Professional Student Association (GPSA) is the Graduate and Professional Student Government at the University of New Mexico. GPSA strives to represent students on issues ranging from health insurance, academic freedom, grants and sends representatives to numerous university boards, university and faculty senate committees, and the UNM Board of Regents. GPSA actively lobbies the New Mexico State Legislature for graduate and professional student interests.

GPSA offers three types of grants
• New Mexico Research Grant
• Student Research Grant
• Professional Development Grant

GPSA New Mexico Research Grant (NMRG) – offered fall semester only, grants range from $3,000 to $5,000. The NMRG offers two different types of grants:
• High Priority: $5,000 and applicant must collaborate with a New Mexico state agency, non-profit, or non-governmental organization that directly benefits and is based in the state of New Mexico. Cannot include UNM and its branches.
• General Priority: $3,000 for general research that does not require collaboration with a NM state agency, NM nonprofit, NM non-governmental agency, or NM community representative and can include UNM and its branches as collaborators. Also the scope of work can have benefits beyond the state of NM, i.e. academia, content field, and/or society.

The NMRG grant has only one funding cycle, each fall. The deadline is the fifth Friday of the fall semesters. Applicants may fund activity from July 1 to June 30. This page includes links to a scoring sheet, FAQ section, a sample budget and proposal.

http://gpsa.unm.edu/page/about-new-mexico-research-grant-nmrg-application

GPSA Student Research Grant (SRG) – offered every semester fall, spring, summer, grants with a maximum award of $500. The SRG funds research related to the completion of a degree as well as other research relevant to the applicant’s field. SRG also funds travel to conferences to present research. Students may receive up to $500 per academic year (from summer to spring). The Grants Committee runs funding cycles each semester.

http://gpsa.unm.edu/page/about-application-1

GPSA Professional Development Grant (PDG) - The PDG helps graduate and professional students with travel expenses for events not covered under the SRG Grant. This includes travel to interviews, clinics, mock-trials, auditions and conferences at which you are NOT presenting your own research. Students may receive up to $500 per academic year (from summer to spring). The GPSA Grants Committee runs funding cycles each semester.

http://gpsa.unm.edu/page/about-application-2

Lisa Tsuchiya, Research Associate, College of Education

Questions please contact:
Denise Wallen
University of New Mexico
College of Education
(505) 277-2231
wallen@unm.edu

College of Education Web Address:
http://coe.unm.edu

COE Faculty Grant interests:
Thinking about a grant, looking for funding, ready to write the proposal?

Please use the Early Alert Electronic Grant Form

http://coesurvey.unm.edu/Checkbox/Survey.aspx-s=42aba5ade3324df4abfe36573e8fec4b