



## New Way of Submitting Grants Coming to State

By the time everyone comes back for the Fall 2013 semester, a new era in grants will have fully dawned at West Virginia State.

It will be, "Good-bye, paper," and "Hello, web!" as the university's electronic grants management system becomes fully operational over the coming months.

Currently in the testing phase, the grants management system will use a web-based interface to allow grant seekers and principal investigators (PIs) to electronically fill out and route the Internal Approval Form and all supporting documents including grant abstract, narrative, budget and budget narrative.

In fact, it will now be possible to electronically attach a complete grant proposal for review as it moves through the process.

A major change will be the addition of the Intent to Submit form. This is the initial document that all prospective grant seekers will fill out when they first consider writing a grant.

The brief form asks for basic information and is routed automatically to the principal investigator's department head, dean and Institutional Review Board chair.

If the PI proceeds, when they log back in to fill out the Internal Approval Form, the information they entered into

the Intent to Submit form will have already pre-populated some fields in the Internal Approval Form, saving duplicated effort.

The electronic version of the Internal Approval Form requires the same information as the current paper version. Once submitted, it is routed electronically to the correct department heads, deans, and fiscal personnel for review and approval, and then on to the vice presidents for final approval before submission.

All parts of the grant package will be available electronically for any of the approvers to review. If they have a question or concern, they can send an e-mail to the PI or Sponsored Programs to have it addressed.

The grants management system is for more than just approving grants, though.

Once a grant is received, the PI will be able to check and track expenditures and make projection reports based on what has been spent to date, compared to the time and objectives left to fulfill.

Effort reporting will move from the current system to one that is more project-oriented. The forms will be sent electronically to all grant-funded personnel for their review and signature.

The system will also help the university monitor compliance, so it doesn't conflict with any federal requirements.



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## Grant Words You Need to Know: "Award Letter"

In the best of all possible worlds, all of us get every grant we apply for.

In the real world, where most of us live (most of the time, anyway), it doesn't work out that way.

But, when it does, the good word is always delivered in writing, in the form of an "Award Letter."

Also called Notice of Funding Award, Award Notice, Funding Letter, or by no formal name by most private foundations, the Award Letter is the funder's way of officially telling you, the Grantee, that they, the Grantor,

are going to give you X amount of money, for Y amount of time, to perform Z related grant activities.

Until you get the actual award letter, be it via e-mail or the regular US Postal Service, the award is not official and you cannot start spending money.

In the case of the US government, award letters also spell out all of the terms and conditions attached to the funds, such as reporting requirements, laws and statutes to observe.

So, when you get the phone call that says, "It's looking good," you can smile ... but only to yourself.

# Matching Funds - Be Careful What You Wish For

One of the first things the Sponsored Programs Office checks when examining a potential grant opportunity is whether matching funds are required. That is, is WVSU going to have to contribute something to the grant like time, facilities, salaries, or actual cash that may put the application out of the institution's reach?

Federal funds, for instance, can't be matched with other federal funds. That requires creative partnerships with private entities and non-profits because virtually everything on campus that might be involved in grant-related activities has been paid for with federal funds, or state funds that first flowed through a federal agency, which makes them federally-funded items in the eyes of the government.

If the required match is "in-kind," then the grant writer has to be careful to assign a realistic, fair-market value to whatever is being used for the match: laboratory space, summer dorm rooms, a percentage of post doctoral student's time, etc.

Anything entered into the budget as a match is subject to audit at a later date by the funder. Be prepared to defend it months (sometimes years) later if questions arise.

As always, when your head starts swimming and your brain is on overload, you can call the Sponsored Programs office for guidance or assistance.



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## Recent Grant Succe\$\$e\$ for January-March 2013

- **Chris Kessell**, Extension, \$41,000, National 4-H Council, 4-H STATE youth mentoring - Year 3.
- **Melissa Stewart**, Extension \$15,000, WV Dept. of Agriculture, Specialty Crop Block Grant for small fruit tree workshops.
- **Melissa Stewart**, Extension, \$10,000, WV Dept. of Agriculture, Specialty Crop Block grant, additional funding for specialty lettuce workshops and activities.
- **Paul Henderson**, Extension, \$59,784, West Virginia University, 2013 Health Sciences and Technology Academy.
- **Melissa Stewart**, Extension, \$49,953, WV Dept. of Health and Human Resources, community demonstration gardens.
- **Dr. Orlando McMeans**, \$15,000, USDA - ARS, 2013 Association of Research Directors Symposium.
- **Dr. Padma Nimmakayala**, \$239,497, USDA - NIFA, Capacity Building Grant subaward for melon gene research.
- **Dr. Gerald Hankins**, \$10,000, WV Higher Education Policy Commission, EPSCoR mentoring subaward.
- **Dr. Orlando McMeans**, \$100,000, WV HEPC Research Trust Fund, Full STEAM Ahead Program.
- **Drs. Barbara Ladner**, Lois Lucas, Katherine Harper and Robert Harrison Jr., \$8,000, WV HEPC, Gateway Writing Center.
- **Dr. Gerald Hankins**, \$50,000, USDA - NIFA, Capacity Building Grant subaward for hibiscus research.
- **Dr. Orlando McMeans**, USDA-AFRI, \$50,000, 2013 Association of Research Directors Symposium.
- **Dr. Ted Muilenburg**, \$6,000, Mylan Pharmaceuticals, 2013 Geri-Olympics.
- **Dr. Orlando McMeans**, \$300,000, AEP Foundation, Full STEAM Ahead Program.
- **Dr. Ami Smith**, \$3,500, Beckley Area Foundation, NASA Aerospace Education Laboratory - Beckley.