Welcome to the first edition of the new COE Explore newsletter! The COE Office of Research and Information Management will be publishing this newsletter online once each semester, including the summer. The intent of this publication is to provide faculty, staff and students with news, updates, and announcements both broadly and specifically related to research, inquiry, and other information pertinent to our scholarly and creative pursuits. The publication is a collaborative effort of the COE Research Support Team (David Scott, Denise Wallen, Bev Hall, Allison Hagerman, Mapela Motshabi-Custodio, Ron Saunders, Lisa Tsuchiya).

What you will find in the first edition includes:

- A list of the COE current (FY13) awards for grants and contracts showing over $2.7M in awards through December 2012.
- News regarding upcoming general workshops for grants management.
- Tips for developing a grant proposal with information about initial ideas, finding funding sources, and understanding the basic components of a proposal.
- Updates and support information regarding the new Cayuse SP electronic proposal routing system.
- Information of interest to graduate students regarding the UNM “Graduate Student Funding Initiative.”
- Updates on new processes and procedures with IRB including the “Click IRB” process and training.
- Introduction to Fixed Price Contract Agreements for faculty and Centers/Institutes considering service contract opportunities.

Take a few moments to look through the publication to see what is of interest to you. Each future newsletter will have new features and updates and we will archive each of the publications so that you can easily find and use them as a resource in the future. We hope you find this information both informative and helpful. I would also welcome your feedback and input or ideas for future editions.

Sincerely,

Dr. David Scott
The much-anticipated Cayuse upgrade has arrived! As of January 2, 2013, the Cayuse Sponsored Project (SP) module of the Cayuse Research Suite is operational. All grant proposals will now be developed, routed and approved via Cayuse SP. Our old friend Cayuse 424 still remains a part of the Cayuse Research Suite, but will only be used in conjunction with Cayuse SP for the creation of electronic SF424 forms and materials for direct, web-based submissions to Grants.gov for federal opportunities. Now, all proposals will be initiated in SP, with a Cayuse 424 link added if the proposal is to be submitted system-to-system directly to Grants.gov.

What this means for you:
Access: You can still go to the Electronic Research Administration (http://research.unm.edu/era/index.cfm) page on the OVPR webpage (or utilize the link in the PI toolkit located under the Research Tab on the COE website) to set up your Cayuse account or initiate a proposal record. Existing accounts were carried over from 424 to SP, so you do not need to create a new account in SP if you already had a Cayuse account set up under 424.

Interface: You will recognize the log-in and overview pages, as they’re pretty much the same as before. But once you enter Cayuse SP, you will see a few changes. The Proposal Dashboard will be on the left side of the screen, and that’s where you’ll see links to initiate and review existing proposal records. The PI Guide to Creating a Proposal in Cayuse SP will be forthcoming and will assist you step by step in entering a proposal record.

Training and Assistance: Faculty and staff are invited to sign up for training in the following ways:

Cayuse SP Informational Presentation: Sign up at Learning Central https://learningcentral.health.unm.edu/learning/user/login.jsp

Online, just-in-time training: Go to http://research.unm.edu/era/cayuseresources.cfm for online videos and resources

One-on-one Assistance: One-on-one help will be available by appointment by contacting your FRSO, Allison Hagerman at alphao@unm.edu or by emailing Kevin Ferrell at unmera@unm.edu

Benefits Provided by Cayuse SP
- One system for sponsored research proposal and award tracking
- Enhanced proposal development for non system-to-system submissions
- Role-based permissions for both proposals and awards
- Simplified auto-routing
- Compliance paper-work reduction
- Simplified reporting tool

GRANTS MANAGEMENT
General Workshop

Description: This workshop is for Main and Branch campus principal investigators (PIs), co-principal investigators (co-PIs), or administrators on a contract or grant award. The General Workshop is a requirement for all PIs and co-PIs. Topics covered will include regulations, policies, and procedures that pertain to the sound management of sponsored projects. Registration will begin 15 minutes prior to the workshop start time.

Session dates and times for Spring 2013:
:: Wednesday, March 20, 2013, 8:30 a.m. – 11:30 a.m.
:: Wednesday, April 10, 2013, 1:30 p.m. - 4:30 p.m.
Register via Learning Central; look under "Grants & Research"
:: Log in to the site using your NetID, select 'Catalog' in the upper banner, and then select 'Grants & Research' in the left column, followed by the 'Register' button corresponding to the class you wish to attend.
IRB INFORMATION & UPDATE

Is the main campus IRB process as complicated as it is deemed to be?

IRB Information and Updates

Is the main campus IRB process as complicated as it is deemed to be? Or is it perceived to be this way due to user lack of knowledge or a perception set by unfortunate historical events? It could be due to a number of these reasons and more, but the most important question is, what is being done to improve the existing process?

This article will discuss the initiatives that are already set in place, and new ones that are being introduced by the main campus Office of the Vice President for Research (OVPR) and the Human Research Protections Office (HRPO), all in an effort to create a positive IRB experience for principal investigators.

Initiative 1: Graduate Student Funding Initiative (GSFI)

This initiative is a collaborative effort among the Office of the Vice President for Research, the Office of Graduate Studies, the Title V Graduate Resource Center, Graduate Professional Student Association, Project for New Mexico Graduates of Color (and other student organizations), and University Libraries.

Graduate students and Faculty are offered 50 distinct educational sessions at no cost. They have the option to participate in sessions independently or obtain certificates in four areas: Grant Writing, Principal Investigator Eligibility, Research Ethics, and Research Compliance. The Research Compliance sessions include IRB classes such as “IRB 101,” “How to Prepare an IRB Application; Issues and how to Manage them, and the Expected Time Frame.” These sessions can help with learning and understanding the IRB process at the University of New Mexico.

The GSFI schedule for the Spring semester can be found at:

Initiative 2: Office of the Vice President for Research (OVPR) IRB Initiative

This is an up-and-coming initiative introduced by OVPR. It is led by the Faculty Research Support Officers (FRSO). Graduate students and Faculty can contact the designated FRSOs to receive help with IRB applications, amendment requests, continuations, reactivations and closure requests.

Inquiries before March 31, 2013 can be directed to:
Allison Hagerman at alphao@unm.edu
Elly Van Mil at evanmil@unm.edu
Inquiries after March 31, 2013 can be directed to:
Mapela Motshabi-Custodio, Lead Main Campus Liaison at mcustodi@unm.edu

Initiative 3: Click IRB

The Human Research Protection Office (HRPO) has recently started introducing it’s new project that involves a new electronic IRB submissions/review process using Click IRB, a research enterprise system that promises to be fully compliant and user friendly. This system will simplify the way researchers submit applications, eliminating routine errors and alerting Principal Investigator (PI) teams of approaching deadlines. To phase in Click IRB, HRPO has updated all HRPO forms, review checklists and templates to reflect what users will see and use in the new electronic IRB system.

All potential Click IRB users (principal investigators, faculty advisors and anyone performing an administrative role in the IRB submission process such as department chairs) are required to attend training. Upon completion of Click training, one will be assigned Click log-in information granting them permission to start using Click IRB.

Click IRB Training Every Monday in March - June from 10am-11:30am Capacity: 12 attendees per session – Advanced Registration is required. Follow the link for more training information details:
http://hsc.unm.edu/som/research/hrrc/forms.shtml

Mapela Motshabi-Custodio, Faculty Research Support Officer and IRB Liaison
## COE AWARDS

*Congratulations to the following PIs & Co-PIs*

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<thead>
<tr>
<th>PI/Co-PI</th>
<th>Project Title</th>
<th>Agency</th>
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<tbody>
<tr>
<td>Beata Thorstensen</td>
<td>Evaluation of the National Dance Institute After School Programs</td>
<td>National Dance Institute of New Mexico</td>
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<tr>
<td>Peter Winograd</td>
<td>ELAC Results Based Accountability</td>
<td>Regional Educational Cooperative #IX (RECA)</td>
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<tr>
<td>Adai Tefera</td>
<td>CEPR/UTAH State</td>
<td>Utah State University</td>
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<tr>
<td>Angelo Gonzales</td>
<td>CMS Teacher Evaluation</td>
<td>Charlotte-Mecklenburg Schools</td>
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<tr>
<td>Adai Tefera</td>
<td>CBPR Program Evaluation</td>
<td>Partnership for Comm Action</td>
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<td>Angelo Gonzales</td>
<td>Elev8 Evaluation</td>
<td>YDI</td>
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<td>Peter Winograd</td>
<td>OAAA Environmental Scan</td>
<td>NM Office of African Am Affairs</td>
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<td>Adai Tefera</td>
<td>CED Home Visiting Data Gathering</td>
<td>NM Partnership for Early Childhood Development</td>
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<td>Angelo Gonzales</td>
<td>AP Elev8 Local Evaluation</td>
<td>The Atlantic Philanthropies</td>
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<td>Tryphenia Peele-Eady</td>
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<tr>
<td>Julia Scherba de Valenzuela</td>
<td>Opportunities for Bilingualism in Preschool and School-age Children with Developmental Disabilities</td>
<td>Dalhousie University</td>
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### ELOL

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<tr>
<td>Arlie Woodrum</td>
<td>USDE/APS Improving School Leadership Yr 3</td>
<td>APS/USDE</td>
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<tr>
<td>Elba Saavedra</td>
<td>Comadre A Comadre Program</td>
<td>United Way of Central NM</td>
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<td>Lorenda Belone</td>
<td>Narch V: Mescalero Apache Family</td>
<td>Alq Area Indian Health Board</td>
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<td>Nina Walterstein</td>
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<th>PI/Co-PI</th>
<th>Project Title</th>
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<tr>
<td>Elizabeth Yakes</td>
<td>Partners in Excellence for Leadership in MCH Nutrition</td>
<td>University of CA/Los Angeles</td>
</tr>
<tr>
<td>Elizabeth Yakes, Vanessa Svhla</td>
<td>Interactive Learning Assessment System (ILAS)</td>
<td>Nat’l Inst of Food &amp; Ag/ USDA</td>
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### IPD

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<td>Smith Frederick</td>
<td>TLINC/FIPSE (Yr 4)</td>
<td>NCTAF</td>
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<td>Smith Frederick</td>
<td>Three Tiered Licensure System</td>
<td>NM PED</td>
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<td>Smith Frederick</td>
<td>TLINC 2.0 (Year 3)</td>
<td>NCTAF</td>
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To aid in time and preparation of Professional Service Agreements, the Pre-Award Office has prepared a Fixed Price Services Agreement that can be used in the early stages of contract negotiations with a governmental agency. When the PI is visiting a school, tribe, care facility or other governmental location where services are proposed, the agreement can be completed and presented with a budget and scope of services.

If agreeable, the governmental entity can then sign the services agreement prior to approval by UNM officials.

The signed agreement would then be entered into Cayuse SP for routing and approval in the same way that any proposal is processed.

This agreement is only for fixed-price agreements and this is the only time it is allowable to have an agency sign an agreement before UNM officials sign the agreement. A copy of the agreement can be found at: http://coe.unm.edu/research/pi-toolkit.html see “Other Information” section.
TIPS FOR DEVELOPING A GRANT PROPOSAL

(Adapted from the General Services Administration, Catalogue of Federal Domestic Assistance, Writing Grants; https://www.cfda.gov)

The Basic Components of a Proposal: There are eight basic components: 1) the proposal summary; 2) introduction of organization; 3) the problem statement (or needs assessment); 4) project objectives; 5) project methods or design; 6) project evaluation; 7) future funding; and 8) the project budget. The following will provide an overview of these components.

The Proposal Summary: Outline of Project Goals: The summary outlines the proposed project and should appear at the beginning of the proposal. It might be in the form of a cover letter or a separate page, but should be brief -- no longer than two or three paragraphs. The summary would be most useful if it were prepared after the proposal has been developed in order to encompass all the key summary points necessary to communicate the objectives of the project. This document becomes the cornerstone of your proposal, and the initial impression it gives will be critical your success. In many cases, the summary will be the first part of the proposal package seen by agency officials and very possibly could be the only part of the package that is carefully reviewed before the decision is made to further consider the project.

The applicant must select a fundable project that can be supported in view of the local need. Alternatives, in the absence of Federal support, should be pointed out. The influence of the project both during and after the project period should be explained. The consequences of the project as a result of funding should be highlighted.

Introduction: Presenting a Credible Applicant or Organization: The applicant should gather data about its organization from all available sources. Most proposals require a description of an applicant's organization to describe its past and present operations. Boiler plate material can be found at the COE website at http://coe.unm.edu/research/pi-toolkit/research-proposal-boilerplate.html

The Problem Statement: The problem statement (or needs assessment) is a key element that makes a clear, concise, and well-supported statement of the problem to be addressed. The best way to collect information about the problem is to conduct and document both a formal and informal needs assessment for a program. The information provided should be both factual and directly related to the problem addressed by the proposal. Areas to document are:

- The purpose for developing the proposal.
- The beneficiaries -- who are they and how will they benefit.
- The social and economic costs to be affected.
- The nature of the problem (provide as much hard evidence as possible).
- How the applicant organization came to realize the problem exists, and what is currently being done about the problem.
- Most importantly, the specific manner through which problems might be solved. Review the resources needed, considering how they will be used and to what end.

Project Objectives: Goals and Desired Outcome: Program objectives refer to specific activities in a proposal. It is necessary to identify all objectives related to the goals to be reached, and the methods to be employed to achieve the stated objectives. Consider quantities or things measurable and refer to a problem statement and the outcome of proposed activities when developing a well-stated objective. The figures used should be verifiable. Remember, if the proposal is funded, the stated objectives will probably be used to evaluate program progress, so be realistic.

Program Methods and Program Design: A Plan of Action: The program design refers to how the project is expected to work and solve the stated problem. Consider the following:

- The activities to occur along with the related resources and staff needed to operate the project (inputs).
- A flow chart of the organizational features of the project. Describe how the parts interrelate, where personnel will be needed, and what they are expected to do. Identify the kinds of facilities, transportation, and support services required (throughputs).
- Explain what will be achieved through 1 and 2 above (outputs); i.e., plan for measurable results. Project staff may be required to produce evidence of program performance through an examination of stated objectives during either an agency site visit and/or grant reviews which may involve peer review committees. It may be useful to devise a diagram of the program design. For example, a three column block, with each column headed by one of the parts (inputs, throughputs and outputs), and on the left (next to the first column) specific program features should be identified (i.e., implementation, staffing, procurement, and systems development). In the grid, specify something about the program design, for example, assume the first column is labeled inputs and the first row is labeled staff.
- Wherever possible, justify in the narrative the course of action taken. The most economical method should be used that does not compromise or sacrifice project quality. The
TIPS FOR DEVELOPING A GRANT PROPOSAL (CONT.)

financial expenses associated with performance of the project will later become points of negotiation with the funder.

• The remaining alternatives available when funding has been exhausted. Explain what will happen to the project and the impending implications.

• Highlight the innovative features of the proposal that could be considered distinct from other proposals under consideration.

• Whenever possible, use appendices to provide details, supplementary data, references, and information requiring in-depth analysis. These types of data, although supportive of the proposal, if included in the body of the design, could detract from its readability.

Evaluation: Product and Process Analysis: The evaluation component is two-fold: (1) product evaluation and (2) process evaluation. Product evaluation addresses results that can be attributed to the project, as well as the extent to which the project has satisfied its desired objectives. Process evaluation addresses how the project was conducted, in terms of consistency with the stated plan of action and the effectiveness of the various activities within the plan.

Most Federal agencies now require some form of program evaluation among grantees. The requirements of the proposed project should be explored carefully. Evaluations may be conducted by an internal staff member, an evaluation firm, or both. The applicant should state the amount of time needed to evaluate, how the feedback will be distributed among the proposed staff, and a schedule for review and comment for this type of communication. Evaluation designs may start at the beginning, middle or end of a project, but the applicant should specify a start-up time. It is practical to submit an evaluation design at the start of a project for two reasons:

• Convincing evaluations require the collection of appropriate data before and during program operations; and,

• If the evaluation design cannot be prepared at the outset then a critical review of the program design may be advisable.

Evaluation requires both coordination and agreement among program decision makers (if known). Above all, the agency's requirements should be highlighted in the evaluation design. Also, agencies may require specific evaluation techniques such as designated data formats or they may offer financial inducements for voluntary participation in a national evaluation study. The applicant should ask specifically about these points. Also, consult the Criteria For Selecting Proposals section to determine the exact evaluation methods to be required for the program if funded.

Future Funding: Long-Term Project Planning: Describe a plan for continuation beyond the grant period, and/or the availability of other resources necessary to implement the grant. Discuss maintenance and future program funding if program is for construction activity. Account for other needed expenditures if program includes purchase of equipment.

The Proposal Budget: Planning the Budget: Funding levels in Federal assistance programs change yearly. It is useful to review the appropriations over the past several years to try to project future funding levels. Consider if the grant will/can be the sole support for the project. This consideration should be given to the overall budget requirements, and in particular, to budget line items most subject to inflationary pressures.

A well-prepared budget justifies all expenses and is consistent with the proposal narrative. Some areas in need of an evaluation for consistency are: 1) the salaries in the proposal in relation to those of the applicant organization should be realistic; 2) if new staff persons are being hired, additional space and equipment should be considered, as necessary; 3) if the budget calls for an equipment purchase, it should be the type allowed by the grantor agency; 4) if an indirect cost rate applies to the proposal, the division between direct and indirect costs should not be in conflict, and the aggregate budget totals should refer directly to the approved formula; and 6) only mandatory matching costs should be included.

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

The College of Education research website has information on funding at:

http://coe.unm.edu/research/funding-resources.html

This link can be found on the COE research webpage on the left of the page “IN THIS SECTION” in a tab called “Funding Resources”. Funding Resources webpage has numerous links including:

**Federal Funding Resources**

- Grants.gov (Federal Grant Information Storehouse)
  http://grants.gov/
- Institute for Education Sciences
  http://ies.ed.gov/funding/
- National Endowment for the Humanities
  http://neh.gov/
- National Institutes of Health (NIH)
  http://www.nih.gov/
- National Science Foundation (NSF)
  http://www.nsf.gov/
- U.S. Agency for International Development
  http://www.usaid.gov/
- U.S. Department of Agriculture
  http://www.usda.gov/wps/portal/%21ut/p/_s.7_0_A/7_0_1OB?navid=RESEARCH_GRANTS&parentnav=RESEARCH_SCIENCE&navtype=RT
- USDA Cooperative State Research, Education, and Extension Service
- U.S. Department of Education
- U.S. State Department
  http://fa.statebuy.state.gov/content.asp?content_id=131&menu_id=68
- UNM OVPR Federal Links
  http://research.unm.edu/resources/links/show_some.cfm?show=2

**New Mexico Funding Resources**

- New Mexico Children, Youth & Families RFP’s
  http://cyfd.org/content/requests-proposals-rfp-0
- New Mexico State Department of Education (NMPED)
  http://sde.state.nm.us/index.html
- UNM OVPR New Mexico Links
  http://research.unm.edu/resources/links/show_some.cfm?show=4

This site also includes a UNM link to:

- SMARTS/GENIUS (Faculty Sign-Up for Funding E-mail Alerts)
  http://research.unm.edu/ERA/smarts_genius/index.cfm

This site allows you to set up a profile and receive email funding alerts.

The New Mexico Public Education Department announces requests for proposals (RFP’s), information (RFI’s), and applications (RRA’s) at:

http://ped.state.nm.us/ped/rfps.html

This site includes announcement notices, dates, and copies of the requests.

This link can be found on the NM PED website in the “A-Z Directory” under the letter “R” with the title “RFP’s, RFI’s, and RFA’s.”

Lisa Tsuchiya, Research Associate, College of Education

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**To Contact:**

University of New Mexico
College of Education
Main Phone:
(505) 277-2231

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

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