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Wabash College Grants Office

Introduction

This compendium of information and procedures is meant to serve as an aid to members of the faculty and/or staff as they initiate and prepare proposals for research projects, fellowships, conferences, seminars, performances, curricular innovations, and other special activities.

The administration wants to encourage and assist faculty and/or staff as they seek sources of outside funding for research, scholarship, creative activities and programmatic purposes. The Wabash College Grants Office and the ve responsibility for supporting faculty and/or staff in these endeavors. The Wabash College Grants Office maintains external academic and institutional grants in addition to providing a variety of assistance and resources to Wabash grant-seekers. Matt Salzman is the Director of Grants, located in the Hays Alumni House, and is available to assist with research of funding sources, proposal writing, use of electronic submission, friendly reading and editing, and pursuit of necessary signatures and support letters.

There are many faculty colleagues who have already sought and received grants from agencies to which the faculty are currently applying. Several colleagues have served on peer review panels; their expertise can be extremely helpful in proposal preparation. There are several colleagues we have identified as individuals who will be willing to share experiences and advice.

Document Explanations

- ***Preliminary Grant/Fellowship Proposal Information Form*** Faculty members thinking about writing a proposal should complete and submit the Preliminary Proposal Form in order to prompt assistance. (See page 29.)

- ***Proposal Needs Checklist for External Applications*** Faculty members preparing to submit a proposal should fill out this form and, along with a copy of the proposal, should provide it to the Dean of the College and offices. (See page 30.)

- ***Information Form for Fellowship Application*** Because the College wants to acknowledge grantsmanship as a form of faculty scholarship activities, please submit this form to the Dean of the College. While not required, the Grants Office always appreciates a copy for the Col (See page 32.)

Wabash College Grants Office

I. Wabash College Research Policy

effectively,

The education of undergraduate men, from the acquisition of knowledge and skills to the development of qualities of mind and character, is central to the mission of the College. The maintenance of an excellent faculty is crucial to that mission. For Wabash College, a community of teacher-scholars sustains excellence. Effective teacher-scholars support the mission of the College through excellent and innovating teaching, continued scholarship and creative work, and leadership in the life of the community.

First and foremost, faculty continuously achieve excellence in teaching in all its forms and settings, whether in lectures, in small group or individual discussions, in laboratory or studio work, or in office conferences. Wabash faculty are reflective about the processes of teaching and learning, annually assessing student outcomes, and improving their effectiveness as teachers. While faculty focus primarily on their own disciplines, their interests and abilities extend beyond a particular field, leading to involvement in all-college courses, co-curricular and extra-curricular activities, and the broader intellectual life of the College.

Wabash faculty share a commitment to sustained intellectual growth through continued scholarship or creative work. While the nature of this work varies by discipline, and may change during the course of a career, a common feature is that at least some of it will extend beyond the institution such that it contributes to the world of scholarship or fine arts outside the College. Research and creative activity should not compete with or detract from excellence in teaching. Rather, they enhance and complement teaching by engaging students, directly or indirectly, in the search for new knowledge and understanding, synthesis, and application.

Wabash provides leaves for faculty at specific intervals so that they may concentrate on particular scholarly projects. The College does promote research with competitive research funding (please refer to the Faculty Handbook: Chapter Four) but these internal grants are The Grants Office assists faculty with preparation of grant proposals for federal, state, and other appropriate agencies and foundations external to the College. The College encourages research on all subjects and refrains from any kind of institutional judgment or censorship. The quality of the research is judged solely by professional standards.

Faculty members who wish to submit grant and foundation proposals that need institutional acknowledgment are urged to discuss applications with department chairs and the Grants Office, located in the Hays Alumni House. Before the deadline, the Proposal Needs Checklist for External Applications (page 30) must go through administrative routing. Any proposal that requires Wabash College materials, personnel, facilities and/or commitment of matching funds must be negotiated with the proper internal administrative officials and the Grants Office before

approval for submission will be granted. Proposals which include sabbatical leave or leaves of absence must be requested by October 1 of the year preceding the leave. (See the Faculty Handbook for details on sabbatical leave.) Faculty members are encouraged to begin the proposal process early in order to facilitate approval. Fellowship applications should be discussed with department chairs and reported to the Grants Office. Application for fellowship leaves must also be approved by the Dean and the Department Chair by October 1 of the year preceding the fellowship. (See page 32 for Information Form for Fellowship Application)

The College complies with all federal regulations and has the following assurances filed with the Department of Health and Human Services (DHHS): civil rights, misconduct in science, handicapped individuals, sex discrimination, age discrimination, and drug-free workplace, etc. If the proposal requires a copy of any specific documentation, such as assurances, the Grants Office will assist you with preparing for these requests. In addition, the College has two committees which handle all internal approval for research with animals and human subjects. The Institutional Review Board (IRB) reviews and evaluates faculty and student campus research projects that involve the collection of information from human participants, including those originating as class projects or independent research (see section V. C.). The Animal Welfare . Both committees include external professionals not affiliated with the College. Please refer to the IRB or the Animal Welfare Committee for the complete policy and appropriate forms.

Faculty and/or staff members who are awarded grants from external funding sources are to immediately share copies of the award announcement, reporting requirements, and deadlines with the Grants Office. The Grants Office will review any proposed contracts or associated commitments in order to finalize the grant agreement, process payments, and begin the account set up with protocols approved by the Advancement and Business offices.

Upon notification of award, the PI/Program Director are required to work closely with the Grants Office and the Director of Accounting Services in the Business Office t

(administrative assistants, grants office representatives, business office representatives, and any other included services) and the grant management team to do a final review of internal expectations for grant management, create a timeline for future reporting, review procedure for reaching out to the funder, and most importantly set up the grant account and adhere to the approved expenditures of budget funds. While some flexibility is allowed between budget categories, it is imperative that all activities related to the grant be carried out in a manner which will enhance the reputation of the individual and the College.

In partnership with the Grants Office, the faculty and/or staff member listed as the PI/Program Director is to lead the development of all interim and final reports in a timely and orderly fashion, and provide copies of those reports to the Grants Office for the purposes of grant records.

All major equipment awarded to the College through external funding remains the possession of the institution, unless otherwise negotiated. Decisions concerning individual cases will be handled as they arise.

latest guidelines in order to identify the program most suitable for a given project. It is also important to talk with the Director of Grants and the Dean of the College about your funding idea to ensure that the proposal ies.

State agencies Several state agencies maintain granting programs, including the Indiana Humanities Council, the Indiana Arts Commission, and the Indiana Academy of Science. It is important to talk with the Director of Grants and also with the Dean of the College to to discuss the project.

Foundations A number of foundations offer research fellowships to faculty. Faculty and/or staff looking for support should contact the Director of Grants to discuss the project and access to additional funding resources. Faculty looking for grant support also need to meet with the Dean of the College to discuss the project.

III. Advancement Office Assistance

A. Personnel

The Grants Office is responsible for Foundations, Corporations and Government Relations at Wabash College. They will submit applications to private foundations, corporations, and federal or state agencies, with the approval of the Director of Foundations, Corporations and Government Relations, the CFO and Treasurer, and the Dean of the College or President. The Grants Office advises and assists the faculty and/or staff in the development and submission of grant proposals. Faculty members wishing to seek funding from corporations or foundations need to apprise the office so that efforts between institutional and faculty grants are not submitted to the same funding sources simultaneously.

Among the Office responsibilities are:

1) To aid faculty and staff in the development, preparation, and submission of proposals for grants, fellowships, and projects. This assistance includes editing, reviewing, budget review, and assistance with institutional procedures;

2) To assist in identifying and researching those private foundations, corporations, and federal or state agencies that are potential funding sources for a particular project;

3) To serve as liaison officer with funding agencies for proposals submitted by faculty and/or staff, maintaining communications with the funding agency while a proposal is being reviewed, as needed;
4) To assist as appropriate the negotiation of grants and contracts with fiscal officers at funding agencies, along with the Director of Accounting Services;

5) To serve as a liaison as needed between faculty and the Business Office, which will administer grant budgets after agency approval;

6) To conduct periodic workshops for the purpose of disseminating current grant information to the faculty and/or staff;

7) To provide current information about grant opportunities through periodic targeted notices;

8) To develop relationships with personnel in funding agencies in order to keep abreast of current developments and funding opportunities; and

9) To establish and maintain an informational clearinghouse for all Wabash grants and to assist in the monitoring of grant reports and budgets.

NOTE: Advance planning is often the most difficult aspect of a grant application. Almost all grant programs have deadlines. Some applications must be filed a year prior to the start of the fellowship or grant. Faculty are encouraged to begin investigating potential sources of funding well in advance of expected deadlines.

B. Resources

The Director of Grants subscribes to a number of written and electronic databases and journals that provide notices of funding opportunities. They also serve as sources in which to identify potential funding for various projects for faculty and/or staff.

C. Additional Web Sites

Several examples of foundations and organizations that offer funding to individuals and institutions of higher education through grants and fellowships are available on page 33 (soon to be made available at www.wabash.edu/grants).

IV. Institutional Procedures

A. Application/Proposal Submission

In order to maintain an orderly procedure for the submission of grants and fellowships, the College has instituted a sign-off process for any grants and/or fellowships that require institutional approval (see *Proposal Needs Checklist for External Applications Form on page 30*). The form is available from the Grants Office, , in the faculty handbook, in the Grants Manual and may be down-loaded from MyBash Faculty / Staff Resources.

The following steps will facilitate the development and submission of an application/proposal:

1) The faculty member should submit an electronic or hard copy of the *Preliminary Grant or Fellowship Proposal Information Form (pg. 29),* notifying the Grants Office, , that you are working on a proposal. This also

alerts the appropriate offices that you will need assistance with finding funding sources, writing the proposal, or with signatures or support letters before submission.

2) Once a funding source has been identified and a rough draft of the proposal is underway, the faculty member should fill out an electron or hard copy of the *Proposal Needs Checklist for External Applications Form (pg. 30)*. This form will provide guidance to the faculty member about who needs to know about elements of the proposal, such as matching requirements, hiring of personnel, space requirements, etc. It also assures that the department chair, the Grants Office, aware that a proposal is in process. We recommend that you begin this process in a timely way so that the Grants Office has several days to read the proposal and sign off and so that the Dean has at least a week to sign off. (Remember that both of these individuals have busy schedules that may take them out of the office on the exact day you may need the signature if you wait too long!)

B. College Policy on Financial Conflict of Interest for Public Health Service-Funded Research

Federal regulations require the College to have in place, a policy and procedure concerning financial conflict of interest related to Public Health Service-(FCOI)-funded research, including the National Institutes of Health (NIH). The aim is to assure the objectivity with which research projects are designed, conducted, or reported by managing financial conflicts of interest that

interests. This policy establishes a process of disclosure and independent review when an investigator has significant financial interests that might affect the objectivity of the research being conducted. All faculty and students conducting research must complete FCOI training prior to submitting a proposal for a PHS-NIH grant. The complete policy, training process, and disclosure form(s) are found on pages 15-28.

C. Internal Review Board

participate as subjects in research projects conducted under its auspices, and to ensuring that the subjects of such research are aware of the rights and the protections available to them. Moreover, the College is required to assure the federal government that such safeguards are being provided and enforced for all federally funded grants.

The Institutional Review Board (IRB) is the body charged with reviewing and approving all proposed research involving human subjects, whether funded or not, conducted under the auspices of Wabash College by its faculty, students or staff, or by outside investigators using Wabash College students, personnel, facilities, or data collected at the College. "Research" is defined as "systematic investigation, including research development, testing, and evaluation designed to develop or contribute to generalized knowledge" (45 CFR 46.102d). Research subject to review thus includes, but is not limited to: pilot studies; class projects aimed for publication; Master's theses; Ph.D. dissertations; co-supervised work; independent research; and

senior theses, whether such research takes place on or off the Wabash College campus, including work done outside of the United States.

Federal regulations also require that all faculty, students and staff who are engaged in human subject research, certify to the IRB that they have completed a program of training in the ethics and best practice of human subjects research before their research protocol can be approved.

ebsite, http://www.wabash.edu/irb/ , for all details regarding the review process.

D. Records and Reports

Applying for external support is an important evidence of scholarship and creative activity. For that reason, both the Director of Grants and
proposal or application, budget information, and all correspondence with the granting agency. Similarly, because the College is ultimately responsible for all grants awarded to the institution and to individuals within it, the Grants Office is required to maintain files of submitted proposals, grant awards made, and reports submitted. Once a faculty member has received a grant, the Grants Office will send a copy of the grant proposal and award letter to the Business Office to set up the grants budget and

Although **fellowship** applications generally do not require institutional approval, faculty members should inform the Grants Office when submitting such applications. If a fellowship is awarded, the Grants Office will notify the Public Affairs Office so that they can publicize it internally and externally. Faculty should also use the form to facilitate a conversation with his/her Department Chair and the Dean of the College, since leaves are dependent on staffing arrangements and require serious curricular considerations.

It is also important to keep the Grants Office up to date on the status of all grant proposals, both for tracking purposes and for identification of checks and award letters which come to the

V. Budgets and Financial Accounting

A. Current Budget Information for Budget Preparation

1. **Indirect Rate** Wabash College currently has a federal negotiated indirect rate. When indirect costs are an allowable expense on a grant proposal, the budget must reflect the maximum allowable amount up to our negotiated rate. Indirect cost recovery compensates or offsets the expenses related to the administration and completion of sponsored and programmatic activities which are not readily attributable to an individual grant or contract. General use of recovered costs allows the College to further invest in the development of programs and fulfill the mission of the College. We have a Modified Total Direct Costs (MTDC) Base. The MTDC, consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first

$25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs shall ***exclude***: equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. Our current MTDC rates are as follows:

Type	From	To	Rate (%)	Location	Applicable To
PRED.*	07/01/2015	06/30/2019	43.00	On Campus	All Programs
PRED.	07/01/2015	06/30/2019	18.60	Off Campus	All Programs
PRED.	07/01/2019	06/30/2023	43.00	On Campus	All Programs
PRED.	07/01/2019	06/30/2023	18.60	Off Campus	All Programs
PROV.**	07/01/2023	Until Amended			

PRED.* = 43.00 on Campus / All Programs
PROV.** = 07/01/2023 / Until Amended

Use same rates and conditions as those cited for fiscal year ending June 30, 2023.

Treatment of Fringe Benefits: The fringe benefits are specifically identified to each employee and are charged individually as direct costs. When preparing the proposal budget, the Grants Office and Human Resources Office can assist you with accurate calculations based on proposed personnel. The directly claimed **fringe benefits** include: FICA, Medicare, Unemployment, Health Insurance, Life Insurance, Tuition Remission (not calculated in the MTDC), Disability Insurance and Retirement.

Treatment of Paid Absences: Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

Equipment Means Tangible Personal Property: Including information technology systems, having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000.

1. Items like postage, supplies, and telephone should be line items, but items like computer services and time, library services, and space are normally College contributions to the - butions.

2. <u>Summer Salary</u> Faculty members may request salary/stipend support for summer months calculated as allocated by the program for which they are applying. The total figure budgeted for the salary/stipend should include the employer-paid fringe benefits. For example, a $1000 salary/stipend including employer-paid benefits would be included in the budget as $1350.

3. Benefit Percentages When preparing the budget for a grant application, check the most current benefit rates with the Director of Accounting Services. Each situation is unique and will be evaluated individually.

4. Student Workers mpl Program (**commonly referred to as WISE**) provides students with the opportunity to work on campus during the academic year. All on-campus student employment positions are listed in Handshake.

5. Student research assistants can be budgeted at a total stipend of $3,516, representing forty hours per week for eight weeks. Include an additional 7.65% of the salary for FICA expenses for summer student workers. Remember to budget for summer housing for students for at least $25 per day.

B. Salary and Benefit Administration for Grant-Funded Administrative Staff Positions

1. Grant funding must cover the cost of all salaries and benefits. Benefit eligibility for a grant-funded position is determined through consultation with the Grants Office and the Director of Human Resources. If necessary, the Director of Human Resources will consult with the College s Chief Financial Officer.

2. Grant-funded positions with approved benefit eligibility will follow the same benefit schedule and utilize the same criteria as those in place for other regularly budgeted College positions.

3. Grant-funded positions which are of a six-month duration or more, and which are scheduled for half-time work or more, should be considered benefit eligible unless at the time of the grant award it is established that benefits specifically are excluded.

4. Hiring of personnel for grant-funded positions must follow normal College procedures re: creation of job description, advertising, recruiting, offers of employment, rate of pay, etc. Advertising for grant-funded positions will be charged against the grant.

5. The appointment letter for administrative staff hired for grant-funded positions may not be issued by faculty. Letters of appointment are issued by the President.

C. Post-Award Administration

Director of Accounting Services Cindy Snellenbarger (snellenc@wabash.edu) supervises the financial post-award administration. Administrative responsibilities include:

1. Complete quarterly and final financial reports required by federal agencies;

2. Prepare periodic reports for Principal Investigator (P.I.) or Grant Administrator as required by the funding agency; and

3. Prepare financial reports as needed for institutional grants.

D. Faculty/Staff Responsibilities Regarding Grant Accounting

1. As soon as the Principal Investigator receives the grant award notice they must meet with the Director of Accounting Services to ensure the establishment of a grant account and receive the current guidelines for monitoring the budget activity.

2. It is the responsibility of the Principal Investigator to provide the granting agency with progress reports on a timely basis, as required.

3. All faculty members will comply completely with the conditions of the grants awarded, and all disbursements will be made for the purposes and conditions of the awards. The College signs statements annually verifying the accuracy of the compliances. It is essential that faculty members document all expenses, using proper College procedures for filing the expense reports.

VI. Policies and Forms

Wabash College Policy on Financial Conflicts of Interest In Public Health Service Funded Research

I. Policy and General Principles

This Policy implements federal disclosure requirements pertaining to objectivity in research promulgated by the U.S. Public Health Service (PHS) in 42 CFR Part 50 and 45 CFR Part 94. These federal regulations require Wabash College to maintain an appropriate written policy on financial conflict of interest disclosure as a condition for receiving PHS grants. These federal requirements, as implemented in this Policy, are applicable to all proposals for PHS/NIH-funding.

All Wabash College Investigators must also carry out Research consistent with the standards in the Faculty Handbook and all other applicable Wabash College policies. As required by the federal regulation, all Investigators must complete training prior to submitting a proposal to PHS-NIH-funded research programs as outlined in this policy (VI.) and submit the appropriate forms.

II. Purpose and Scope of Policy

A. Purpose

The goal of this Policy is to assure the objectivity with which Research projects are designed, conducted or reported by managing financial conflicts of interest that occur between an Investigator's personal financial interests and his or her professional Research interests.

This Policy establishes a process of disclosure and independent review when an Investigator (as defined below) has Significant Financial Interest(s). When Wabash College determines that such an interest might reasonably appear to affect the Research directly and significantly, Wabash College will take steps to manage or to eliminate the conflict.

B. Scope

This Policy applies to Research projects for which Wabash College submits a proposal to, or receives research funding from PHS-NIH-funding. This Policy sets forth requirements that each Investigator who is planning to participate in, or is participating in such Research, must follow; provided, however, that this Policy does not apply to SBIR (Small Business Innovation Research) Program Phase I applications.

III. Disclosure of Financial Interests

When an Investigator has a Significant Financial Interest, a written Significant Financial Interest Disclosure Form (Disclosure Form; located in Appendix B) detailing that interest

is required. When an Investigator does not have a Significant Financial Interest, the Investigator must still complete the Disclosure Form but can check the box stating that ***No Significant Financial Interest exists.***

Each investigator must also update his or her financial disclosures by completing a new Disclosure Form. This update must occur either annually or as new Significant Financial Interests are obtained throughout the period of the award (see Section IV, Part F of this Policy).

IV. Definitions

A. Investigator

Any individual responsible for the design, conduct, or reporting of Research funded by the PHS-NIH. This includes the Principal Investigator, Co-Investigators, and any other individual, regardless of title or position, who is responsible for designing, conducting, or reporting of this Research.

B. Research

Research means a systematic investigation, study or experiment designed to develop or contribute to generalizable knowledge relating broadly to the greater scientific world and public health, including behavioral and social-sciences research. The term encompasses basic and applied research (e.g., a published article, book or book chapter) and product development (e.g., a diagnostic test or drug).

C. Dean of the College

An official designated by Wabash College to solicit and review completed Disclosure Forms from each Investigator who is planning to participate in, or who is participating in, PHS-NIH-funded Research and to determine whether any reported Significant Financial Interest is a Financial Conflict of Interest.

D. PHS Awarding Component

PHS Awarding Component means the organizational unit of the PHS that funds the Research.

E. Significant Financial Interest

Significant Financial Interest means either of the following:

1. Any interest of the Investigator (and those of the Investigator's spouse and dependent children) that reasonably appears to be related to the Investigator's institutional responsibilities, including, but not limited to, one or more of the following:

a) With regard to any publicly traded entity, a Significant Financial Interest exists if the value of any remuneration received from the entity in the twelve months preceding the disclosure and the value of any equity interest in the entity as of the date of disclosure, when aggregated, exceeds $5,000. For purposes of this definition, remuneration includes salary and any payment for services not otherwise identified as salary (e.g., consulting fees, honoraria, paid authorship); equity interest includes any stock, stock option, or other ownership interest, as determined through reference to public prices or other reasonable measures of fair market value;

b) With regard to any non-publicly traded entity, a Significant Financial Interest exists if the value of any remuneration received from the entity in the twelve months preceding the disclosure, when aggregated, exceeds

dependent children) holds any equity interest (e.g., stock, stock option, or other ownership interest); or

c) Intellectual property rights and interests (e.g., patents, copyrights), upon receipt of income related to such rights and interests.

2. Investigators also must disclose the occurrence of any reimbursed or sponsored travel (i.e., that which is paid on behalf of the Investigator and not reimbursed to the Investigator so that the exact monetary value may not be readily available), related to their institutional responsibilities; provided, however, that this disclosure requirement does not apply to travel that is reimbursed or sponsored by a Federal, State, or local government agency, an Institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an Institution of higher education.

The term Significant Financial Interest does not include the following types of financial interests: salary, royalties, or other remuneration paid by Wabash College to the Investigator if the Investigator is currently employed or otherwise appointed by Wabash College, including intellectual property rights assigned to Wabash College and agreements to share in royalties related to such rights; income from investment vehicles, such as mutual funds and retirement accounts, as long as the Investigator does not directly control the investment decisions made in these vehicles; income from seminars, lectures, or teaching engagements sponsored by a Federal, State, or local government agency, an Institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an Institution of higher education; or income from service on advisory committees or review panels for a Federal, state, or local government agency, an Institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a

medical center, or a research institute that is affiliated with an Institution of higher education.

F. Financial Conflict of Interest (FCOI)

A Financial Conflict of Interest (FCOI) is a Significant Financial Interest that could directly and significantly affect the design, conduct or reporting of PHS-NIH-funded Research.

G. Update of Disclosure of Financial Interests

Each Investigator must complete a new Disclosure Form either annually or whenever he or she acquires a new Significant Financial Interest that was not listed in the original Disclosure Form, whichever occurs first.

V. Disclosure Requirement

Each Investigator who is planning to participate in PHS-funded Research is required to

later than the time of application for PHS-NIH-funded Research. Each Investigator must do so by completing the Disclosure Form.

Each Investigator who is participating in PHS-NIH-funded Research is required to submit an updated Disclosure Form either within 30 days of discovering or acquiring a new Significant Financial Interest, or at least on an annual basis (yearly at the close of the fiscal year, June 30th), during the period of the PHS-NIH-funding award.

VI. Review of Disclosures and Management of FCOIs

A. Initial Review and Management: Prior to Wabash College's expenditure of any funds under a PHS-funded Research project, the Wabash College Reviewing Official will review all Investigators' Disclosure Forms; determine whether any Significant Financial Interests relate to PHS-NIH-funded Research; determine whether a FCOI exists; and, if so, develop and implement a management plan that specifies the actions that have been, and will be, taken to manage such FCOI.

B. Review and Management in the Course of a PHS-NIH-funded Research project: Whenever, in the course of an ongoing PHS-funded Research project, (1) an Investigator who is new to participating in the Research project discloses a Significant Financial Interest; (2) an existing Investigator discloses a new Significant Financial Interest; or (3) Wabash College identifies a Significant Financial Interest that was not disclosed timely by an Investigator or, for whatever reason, was not previously reviewed by Wabash College during an ongoing PHS-funded Research project, the Wabash College Reviewing Official will, within sixty days: review the disclosure of the Significant Financial Interest; determine whether it is related to

PHS-funded Research; determine whether a FCOI exists; and, if so, implement, on at least an interim basis, a management plan that specifies the actions that have been, and will be, taken to manage such FCOI. Depending on the nature of the Significant Financial Interest, Wabash College may determine that additional interim measures cipation in the PHS-NIH-funded Research project between the date of disclosure and the completion of Wabash College's review.

C. Examples of Management: Examples of conditions or restrictions that may be imposed to manage an FCOI include, but are not limited to:

1. Public disclosure of the FCOI;

2. For Research projects involving human subjects, disclosure of the FCOI directly to participants;

3. Appointment of an independent monitor capable of taking measures to protect the design, conduct and reporting of the Research against bias resulting from the FCOI;

4. Modification of the research plan;

5. Change of personnel or personnel responsibilities, or disqualification of personnel from participation in all or a portion of the Research;

6. Reduction or elimination of the financial interest; or

7. Severance of relationships that create financial conflicts.

D. Additional requirements for Retrospective Review: In addition to the above requirements, whenever an FCOI is not identified or managed in a timely manner including failure by the Investigator to disclose a Significant Financial Interest that is determined by Wabash College to constitute an FCOI; failure by Wabash College to review or manage such an FCOI; or failure by the Investigator to comply with an FCOI management plan,
determination of noncompliance, complete a retrospective review of the -NIH-funded Research project to determine whether any PHS-NIH-funded Research, or portion thereof, conducted during the time period of the noncompliance, was biased in the design, conduct, or reporting of such Research.

Wabash College is required to document the retrospective review, including all of the following key elements: (1) Project number; (2) Project title; (3) PD/PI or contact PD/PI if a multiple PD/PI model is used; (4) Name of the Investigator with the FCOI; (5) Name of the entity with which the Investigator has an FCOI; (6) Reason(s) for the retrospective review; (7) Detailed methodology used for the retrospective review

(e.g., methodology of the review process, composition of the review panel, documents reviewed); (8) Findings of the review; and (9) Conclusions of the review.

Based on the results of the retrospective review, if appropriate, Wabash College will update the previously submitted FCOI report, specifying the actions that will be taken to manage the FCOI going forward. If bias is found, Wabash College will notify the PHS Awarding Component or NIH promptly and submit a mitigation report to the PHS Awarding Component or NIH. The mitigation report must include, at a minimum, the key elements documented in the retrospective review above and a

plan of action or actions taken to eliminate or mitigate the effect of the bias (e.g., impact on the Research project; extent of harm done, including any qualitative and quantitative data to support any actual or future harm; analysis of whether the Research project is salvageable). Thereafter, Wabash College will submit FCOI reports annually. Depending on the nature of the FCOI, Wabash College may determine that additional interim measures are necessary with regard to the PHS-NIH-funded Research project between the

E. Monitoring: Whenever Wabash College implements a management plan, Wabash College will monitor Investigator compliance with the management plan on an ongoing basis until the completion of the PHS-NIH-funded Research project.

VII. Training

A. Each Investigator (as defined by the regulation in VI. A.), including sub-recipient Investigator(s), must complete training (Appendix A) prior to submitting a proposal to PHS-NIH-funded research programs, engaging in PHS-NIH-funded research, at least every four years, and immediately under the designated circumstances:

1. Institutional Financial Conflict of Interest policies change in a manner that affects Investigator requirements;
2. An Investigator is new to an Institution; or
3. An Institution finds that an Investigator is not in compliance with the r management plan.

VIII. Reporting of Financial Conflicts of Interest

A. Initial FCOI Report
PHS-NIH-funded Research project, Wabash College will provide to the PHS Awarding Component an FCOI report
Financial interest found by Wabash College to be an FCOI and ensure that Wabash College has implemented a management plan in accordance with Section VII. of this Policy. In cases in which Wabash College identifies an FCOI and eliminates it prior to the expenditure of PHS-NIH-awarded funds, Wabash College does not need to submit an FCOI report to the PHS Awarding Component or NIH.

d. t to the management plan;

e. How the management plan will be monitored to ensure Investigator compliance; and

f. Other information as needed.

D. Annual FCOI Report: For any FCOI previously reported by Wabash College with regard to an ongoing PHS-NIH-funded Research project, Wabash College will provide to the PHS Awarding Component or NIH an annual FCOI report that addresses the status of the FCOI and any changes to the management plan for the duration of the PHS-NIH-funded Research project. The annual FCOI report will specify whether the FCOI is still being managed or explain why the FCOI no longer exists. Wabash College will provide annual FCOI reports to the PHS Awarding Component NIH for the duration of the project period (including extensions with or without funds) in the time and manner specified by the PHS Awarding Component or NIH.

E. Whenever the College determines that it is unable to satisfactorily manage a conflict of interest for NIH-funded research, it will, as required by NIH, inform the NIH office of the General Counsel electronically via the NIH Fastlane system.

IX. Enforcement

Failure to comply with this Policy, including failure to file a complete or timely Disclosure Form or update or to comply with any conditions or restrictions imposed on the conduct of the project under this Policy, including a management plan, will be grounds for discipline up to and including termination.

In addition, if the failure of an Investigator to comply with this Policy or an FCOI management plan appears to have biased the design, conduct, or reporting of the PHS-NIH-funded Research, Wabash College is required to promptly notify the PHS Awarding Component of the corrective action taken or to be taken. The PHS Awarding Component will consider the situation and, as necessary, take appropriate action, or refer the matter to Wabash College for further action, which may include directions to Wabash College on how to maintain appropriate objectivity in the PHS-NIH-funded Research project.

In addition, federal regulations may require reports to the federal sponsor of any information which may show a violation of Wabash College policy. Sponsors may impose special award conditions or may suspend or terminate the award and/or debar an Investigator from receiving future awards in the event of failure to comply with applicable federal regulations on disclosure, review, and management of Significant Financial Interests related to federally sponsored projects.

X. Records

Records regarding Disclosure Forms, the Wabash College Reviewing Official's determinations, and Wabash College actions regarding management of an FCOI will be retained by Wabash College for three years beyond the date of the final expenditure report submitted to PHS under an award. (These records will be kept by the Dean of the College Office in both the personnel and grant files.)

~ What to Do Next ~

FCOI Training Information

And

Significant Financial Conflict of Interest Disclosure Form

Appendix A

Wabash College Financial / Conflict of Interest Policy Training

1. Read the Wabash College Policy on Financial Conflict of Interest in Public Health Service (National Institutes of Health (NIH))-Funded Research;

2. Complete the U.S. Department of Health and Human Services, Office of Extramural Research - National Institutes of Health Financial Conflict of Interest CITI Tutorial Course;

3. Upon completion of the online tutorial, prepare and save/and print a copy of the Tutorial Certificate of Completion;

4. Complete the Significant Financial Conflict of Interest Disclosure Form (in Appendix B).

5. Submit both the CITI Tutorial Certificate of Completion and the completed Significant Financial Conflict of Interest Disclosure Form to both the Grants Office prior to beginning the start of your research.

Appendix B

Significant Financial Interest Disclosure Form

This Disclosure Form is to be completed by each Investigator pursuant to the Wabash College Policy on Financial Conflicts of Interest in Public Health Service-NIH-funded Research. Please refer to the specific Policy for detailed requirements and definitions. Complete this form and the Grants Office.

I. Research Project Title and number:

_____

_____

II. Project Director/Principal Investigator or Contact PD/PI if a multiple PD/PI model is used:

_____

_____

III. Name of Investigator making this report about his/her financial interest(s):

_____

_____

IV.

A. ☐ I have read the Wabash College Policy on Financial Conflicts of Interest in Public Health Service Research. I will complete the CITI Course.

B. ☐ Attached/enclosed is my *Tutorial Certificate of Completion*.

Check which of the following you are submitting:

A. ☐ Initial Disclosure Form: Before the time of application for PHS-funded Research.

B. ☐ Update Disclosure Form: Within 30 days discovering or acquiring a new Significant Financial Interest during a PHS-funded Research award.

C. ☐ Update Disclosure Form: Required Annual Update during a PHS-funded Research.

V. Indicate whether you, the Investigator, have any Significant Financial Interests related to the work to be conducted under the PHS-funded Research project(s):

A. ☐ I have no Significant Financial Interest as that term is defined in the Policy (stop completing this Disclosure Form here and submit it).

B. ☐ I do have Significant Financial Interest(s) to report (continue completing rest of this Disclosure Form)

VI. For each Significant Financial Interest (Policy Section IV.E.1.) Use additional pages if necessary:

A. Provide the name of each entity in which the Investigator or member has a Significant Financial Interest related to this proposal:

_____

_____

B. Provide the nature of the financial interest (for example, equity, consulting fee, travel reimbursement, or honorarium):

_____

_____

C. Indicate the value (dollar amount) of the Significant Financial Interest:

_____

_____

D. For Reimbursed or Sponsored Travel other than supported by this grant required to be reported by the Policy, indicate all of the following (PHS-funded Research Policy Section IV.E.2):

1. The purpose of the trip:

_____

_____

2. The identity of the sponsor/organizer:

_____

_____

3. The destination:

_____

_____

4. The duration:

_____

_____

E. Describe how the Significant Financial Interest relates to the PHS-funded Research:

_____

_____

F. Do you believe that the Research project(s) could directly and significantly affect the Significant Financial Interest(s) you are reporting?

_____

_____

VII. For further information about the Policy and how to complete this information, contact the Grants Office or the Dean of the College's office.

~~~~~~

*** To be completed by Review Committee ***

Investigator ____________________________ has completed the required FCOI tutorial for PHS-funded Research and submitted the *Tutorial Certificate of Completion*.

This form has been reviewed by: ____

____

____

The following determination made:

☐ No significant financial conflict of interest found. No FCOI to be reported to PHS-NIH.

☐ It has been determined that a significant financial conflict of interest exists in relation to the PHS-NIH-funded research grant.

☐ Action required: A FCOI report will be submitted to PHS-NIH together with a

____

____
Title

____
Date
~~~~~~

Preliminary Grant or Fellowship Proposal Information Form

Send as an e-mail attachment to:
The Director of Foundations, Corporations, and Government Relations in the
Hays Alumni House located between Trippet Hall and Arnold House/Career Services.

Date _____

Name _____ Department _____
Phone _____ Email _____

a brief content summary):

_____
_____
_____
_____
_____
_____

☐ I would appreciate assistance with who might fund such an idea.

☐

☐ I will be submitting it to _____
Deadline _____

☐ My proposal requires:

☐ support letter or signature from

	Signature	Letter
☐		
☐		
☐ Department Chair		

☐ matching funds from either the department or the institution

☐ institutional information or data on _____

☐ electronic submission to the funding source

☐ Other ways you could assist me would include:

_____

Proposal Needs Checklist for External and Internal Applications

Send as an e-mail attachment to: The Director of Foundations, Corporations, and Government Relations ***at least four*** weeks prior to the submission deadline.

Project Description

1. Project Director(s): _____ Department: _____

2. Other Faculty Participants: _____ Department: _____

3. External Collaborators: _____
   Affiliation: _____

4. Project Title: _____

5. Type of Grant: __Research __Conference __Curriculum __Training
   __Equipment __Public Service __Arts Performance __Other

6. Total Project Period: _____ to _____

7. Total Budget Request: _____ to Sponsor _____
   To College _____

8. Sponsor/Grant Organization/Program: _____
   Phone #_____ Website _____
   Submission Deadline _____

Compliance Checklist

1. Does this project involve research on Human Subjects? __Yes __No
2. If yes, when was it approved by the Human Subject Research Review Committee? _____
3. Does this project involve research on Animal Subjects? __Yes __No
4. If yes, when was it approved by the Animal Research Committee? _____
5. Have you submitted the Significant Financial Conflict of Interest Form? __Yes __No

Project Checklist

Yes	**No**	
_____	_____	**Matching Funds** Are matching funds required as a formal condition of application by the sponsor? Amount:_____ Internal:_____ Resource:_____
_____	_____	**Dean of the College** Have you discussed this proposal with the Dean or the Associate Dean of the College? Yes ___ or No___.
_____	_____	**Business Office –** Have you met with the **Director of Accounting Services** to discuss your proposed budget structure, benefits, and/or stipends?

_____ _____ **Faculty Time Release –** Is release time requested as part of this application? If so, the request needs to be discussed with the department chair, the Dean of the College, and the Director of Grants before the proposal is submitted. A letter from the department/program chair in support of release time must accompany the request. If release time will be requested, please specify (e.g. leave, sabbatical, course release time, or other).

_____

How much release time? _____ Which semester(s)? _____

_____ _____ **New Personnel** Will this application commit the College to new personnel or increased effort by existing staff?

The grant budget must provide all salary and benefits in accordance with personnel and benefit policies for comparable positions in the employee category.

If yes, please explain:

_____

_____ _____ **Equipment** Will the grant or contract cover all expenses for purchase, installation and maintenance of the equipment? If not, please identify additional sources.

College cost share:

a) Equipment _____ amount _____

b) Installation _____ amount _____

c) Maintenance _____ amount _____

_____ _____ **Space** Will the project require alterations of existing space or new facilities? _____

Information Technology Services Have hardware, software, and computing time been requested from the sponsor? Feasibility of technical support needs to be discussed with **the Director of Information Technology Services** before the proposal is submitted.

_____ _____

My Signature Date

_____ _____

Department Chair Signature Date

_____ _____

Dean of the College Signature Date

Information Form for Fellowship Application

This form is intended for individuals applying for fellowships such as Fulbright, ACLS, Guggenheim, etc.

Please send this completed form and a copy of the proposal to the Director of Grants and the Dean of the College ***prior*** to the time of the fellowship submission. Also use this form to discuss your application with your department chair so that they are aware that staffing arrangements may/will need to be made when you are successful.

Name of faculty member: _____

Department: _____

Date of submission: _____

Name of agency/foundation to which proposal is being sent: _____

_____

Name of fellowship program: _____

Anticipated date of award notification: _____

_____ _____
Department Chair Signature Date

_____ _____
Dean of the College -Signature Date

Wabash College Financial Conflict of Interest Policy Training

1. Read the Wabash College Policy on Financial Conflicts of Interest in Public Health Service-Funded Research;

2. Complete the U.S. Department of Health and Human Service, Office of Extramural Research National Institutes of Health FCOI online Tutorial, found at http://grants.nih.gov/grants/policy/coi/tutorial2011/fcoi.htm

3. Upon completion of the online tutorial, prepare and save/print a copy of the Tutorial Certificate of Completion;

4. Complete the Significant Financial Conflict of Interest Disclosure Form (see Appendix B);

5. Submit both the Tutorial Certificate of Completion and the completed Significant Financial Conflict of Interest Disclosure Form to both
Office prior to submitting your application to NIH.

_____ _____

Dean of the College Signature Date

VII. Additional Resources

Websites for Grant Resources

The following are just a few examples of foundations and organizations who offer funding and other resources to individuals and institutions of higher education through grants and fellowships.

American Antiquarian Society http://www.americanantiquarian.org/fellowships.htm

The Association of American Colleges and Universities (AAC&U) AAC&U | Awards & Honors (aacu.org)

American Chemical Society –
Grants - American Chemical Society (acs.org)

American Council of Learned Societies (ACLS) Competitions and Deadlines - ACLS ; What We Do - ACLS

American Philosophical Association www.amphilsoc.org/grants

American Psychological Association www.apa.org/about/awards/index.aspx

Arts Midwest Grant Opportunities | Arts Midwest

Association for Asian Studies – Grants & Awards - Association for Asian Studies

Burroughs Wellcome Fund Supporting Students, Teachers, Scientists and Institutions
Funding Opportunities - Burroughs Wellcome Fund (bwfund.org)

The Chronicle of Philanthropy (subscription required) Grant Station Page (philanthropy.com)

Council for the International Exchange of Scholars (Fulbright Program) Fulbright U.S. Scholar Program | Fulbright Scholar Program (fulbrightscholars.org)

Council on Undergraduate Research (CUR) (membership required) Grant Writing Support | Services | Council on Undergraduate Research (cur.org)

Camille and Henry Dreyfus Foundation – www.dreyfus.org

The Getty Foundation - How to Apply for Grants (Getty Foundation)

John Simon Guggenheim Memorial Foundation How to Apply - John Simon Guggenheim Memorial Foundation (gf.org)

Howard Hughes Medical Institute (HHMI) – Open Competitions | HHMI

Indiana American Water http://www.amwater.com/inaw/About-Us/

International Research and Exchanges Participate in Projects | IREX

W.K. Kellogg Foundation – Grants - W.K. Kellogg Foundation (wkkf.org)

Henry Luce Foundation – Grants | The Henry Luce Foundation (hluce.org)

National Research Council – Fellowships and Grants | National Academies

Research Corporation for Science Advancement Cottrell Scholars (rescorp.org)

Alfred P. Sloan Foundation – Apply (sloan.org)

Social Science Research Council Fellowships & Opportunities Social Science Research Council (SSRC)

Carter G. Woodson Institute for African-American and African Studies - Fellowship Program | The Carter G. Woodson Institute (virginia.edu)

State and Federal Resources

Department of Commerce
http://www.commerce.gov/about-commerce/grants-contracting-trade-opportunities#grants

Department of Health and Human Services www.hhs.gov/grants/

Indiana Academy of Science – Research Grants | Indiana Academy of Science

Indiana Arts Commission – IAC: Funding

Tippecanoe Arts Federation – The Arts Federation | What We Do

Indiana Humanities Council Grants - Indiana Humanities

National Endowment for the Arts Grants | National Endowment for the Arts

National Endowment for the Humanities – http://www.neh.gov/grants

National Institutes of Health Grants & Funding | National Institutes of Health (NIH)

National Science Foundation Funding | Beta site for NSF - National Science Foundation

Wabash Faculty Who Have Received Grants, Fellowships, or Other External Awards from Major Funding Sources

(This is not a complete list; we would appreciate knowing about additional recipients)

American Council of Learned Societies (ACLS)

James Barnes (History Emeritus)
Joe Day (Classics Emeritus)
Leslie Day (Classics Emeritus)

American Chemical Society/Petroleum Research Fund

Richard Dallinger (Chemistry Emeritus)
Robert Olsen (Chemistry - Emeritus)
Lon Porter (Chemistry)

American Philosophical Society

Joyce Burnette (Economics)
Joe Day (Classics Emeritus)

Carnegie Academy for the Scholarship of Teaching and Learning (CASTL) Scholar

David Blix (Religion)

The Camille and Henry Dreyfus Foundation

Scott Feller (Chemistry)
Lon Porter (Chemistry)
Ann Taylor (Chemistry)

Fulbright Scholarship (through Council for International Exchange of Scholars – CIES)

James Barnes (History Emeritus)
Stephen Morillo (History)
Warren Rosenberg (English Emeritus)

Great Lakes Colleges Association (GLCA) New Directions Initiative

Jennifer Abbott (Rhetoric)
Jon Baer (Religion)
Preston Bost (Psychology)
Douglas Calisch (Art Emeritus)
Gilberto Gomez (Modern Languages Emeritus)
Karen Gunther (Psychology)
Jeremy Hartnett (Classics)
Robert Horton (Psychology)
Amanda Ingram (Biology)
James Makubuya (Music)
Todd McDorman (Rhetoric)
Michele Pittard (Teacher Education)
Dan Rogers (Modern Languages & Literatures)
Warren Rosenberg (English Emeritus)

Robert Royalty (Religion)
Agata Szczeszak-Brewer (English)
Ann Taylor (Chemistry)
Brian Tucker (Modern Languages)
Rick Warner (History)
Chad Westphal (Mathematics and Computer Science)
Eric Wetzel (Biology)
Kealoha Widdows (Economics Emeritus)

Indiana Arts Commission
Douglas Calisch (Art Emeritus)
Dwight Watson (Theater Emeritus)

Institute for Aegean Prehistory
Leslie Day (Classics Emeritus)

Lilly Endowment
Jonathon Baer (High School Youth Theology Institutes)
Charles Blaich (Center of Inquiry in the Liberal Arts)
Deborah Butler (Teacher Education Emeritus)
Douglas Calisch (Art Emeritus)
Thomas Campbell (English Emeritus)
Jon Jump (Biochemistry and Associate Dean of the College)
Jill Lamberton (English - Special Assistant to the President)
Elizabeth Manning (Wabash Pastoral Leadership Program)
Derek Nelson (Early Career Pastoral Leadership Development Program)
Warren Rosenberg (English Emeritus)
Nancy Lynne Westfield (Wabash Center for Teaching and Learning in Theology)

Max Kade Foundation
Brian Tucker
Greg Redding

National Geographic Society
Leslie Day (Classics Emeritus)

National Endowment for the Arts (NEA)
Fellowship Marc Hudson (English Emeritus)

National Endowment for the Humanities (NEH)
Fellowship Joe Day (Classics Emeritus)
Research Robert Royalty (Religion)
Research Jeremy Hartnett (Classics)
Summer Institute - Gilberto Gomez (Modern Languages Emeritus)
Summer Seminar Agata Szczeszak-Brewer (English)
Summer Seminar Joe Day (Classes Emeritus)

Summer Seminar David Kubiak (Classics - Emeritus)
Summer Seminar Brian Tucker (German)
Summer Stipend Sabrina Thomas (History)
Summer Stipend Lorraine Krall McCrary (Political Science)
Summer Study Stephen Morillo (History)
Visiting Scholar Stephen Morillo (History)

National Institutes of Health (NIH)
Neil Schmitzer-Torbert (Psychology)

National Science Foundation (NSF)
Charles Blaich (Center of Inquiry in the Liberal Arts, Psychology)
James Brown (Physics)
Joyce Burnette (Economics)
Richard Dallinger (Chemistry Emeritus)
Sara A M Drury (Rhetoric)
Scott Feller (Chemistry)
Karen Gunther (Pyschology)
Amanda Ingram (Biology)
David Maharry (Mathematics and Computer Science Emeritus)
Wally Novak (Chemistry)
Erika Sorensen-Kamakian (Biology)
Ann Taylor (Chemistry)
Chad Westphal (Mathematics and Computer Science)
Laura Wysocki (Chemistry)

Newberry Library
Gilberto Gomez (Modern Languages Emeritus)
Warren Rosenberg (English Emeritus)

Princeton University Center for the Study of Religion
Fellowship Jonathan Baer

Research Corporation
Jon Jump (Chemistry and Associate Dean of the College)
Robert Olsen (Chemistry Emeritus)
L. David Polley (Biology Emeritus)

School of Classical Studies at Athens, Greece
Visiting Whitehead Professorship Leslie Day (Classics Emeritus)

Stanford Humanities Center
Robert Royalty (Religion)

U.S. Department of Agriculture
Ann Taylor (Chemistry)