



Sponsored Programs

At-a-Glance

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(Please note that while every attempt has been made to ensure the accuracy of this document, changes will inevitably occur. Should you become aware of the need for corrections, please feel free to contact OSP using one of the means above.)

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RESEARCH-RELATED COMMITTEES

Committee on Graduate Studies & Research Membership & Contact Information

- Elke Rundensteiner (Chairperson), Computer Science
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- John Bergendahl, Civil & Environmental Engineering (Secretary)
- Michael Demetriou, Mechanical Engineering
- Stephen Flavin, Corporate & Professional Education
- Chuck Kornik, Registrar
- Fred Looft, Electrical & Computer Engineering
- Rajib Mallick, Civil & Environmental Engineering
- W. Grant McGimpsey, Interim Associate Provost/Director, BEI
- Stanley Selkow, Computer Science
- A. Sklyar, Graduate Student
- Kristin Tichenor, Admissions
- Alaina Wiehn, Registrar

Institutional Animal Care and Use Committee (IACUC) Membership and Contact Information

- Glenn Gaudette (Chairperson), Biomedical Engineering
Phone: 508-831-6628/6086
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E-mail: gaudette@wpi.edu
URL: <http://www.wpi.edu/Admin/Research/IACUC/>
- Michael Buckholt, Biology & Biotechnology
- James Burrill, Bioengineering Institute
- Rebecca R. Hill (Non-affiliated member)
- Richard F. Rodger, DVM (Veterinarian)
- Samuel Politz, Biology & Biotechnology
- Michael Radzicki, Social Science & Policy Studies
- Franc Lemire, Research Administration (Administrative)

Institutional Biosafety Committee Membership & Contact Information

- David Adams (Chairperson)
Biology & Biotechnology
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E-mail: dadams@wpi.edu
- URL: <http://www.wpi.edu/Admin/Safety/>
- Visit <http://www.wpi.edu/Admin/Safety/people.html> for a complete listing of current members

Institutional Review Board for Human Subject Participation in Research (IRB) Membership & Contact Information

- Kent Rissmiller (Chairperson)
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URL: <http://www.wpi.edu/Admin/Research/IRB/>
- Tina DeVries, Research Administration (Secretary)
- Michael Curley, Finance and Operations
- Al Hoffman, Mechanical Engineering
- Sharon Johnson, Management
- W. Grant McGimpsey, Provost's Office
- Yitzhak Mendelson, Biomedical Engineering
- George Pins, Biomedical Engineering
- Ruth Smith, Humanities and Arts

Tips for Investigators...

- If your proposal is being submitted to a federal sponsor and/or it is research, please submit to OSP for review at least 5 days prior to the submission deadline; Submit non-federal, non-research proposals to Corporate & Foundation Relations (CFR). If unsure, please contact OSP (5359, resadm@wpi.edu) or CFR (6093, corporate-relations@wpi.edu). As a general rule, all externally funded activities that result in a quid pro quo (something for something) should be routed through OSP at the proposal development stage.
- All requests for no-cost extensions on awards processed through OSP should be made through OSP - for federal awards, OSP can unilaterally approve many initial no-cost extension requests for up to one year with a valid programmatic justification of need. Please contact OSP at least 45 days prior to the current expiration of your award to initiate the process of obtaining a no-cost extension.
- When planning to devote effort, as awarded in a federally-funded program, it is important to recognize that certain deviations may require prior approval. For example, if the award provides for one summer month of salary, one summer month of effort must be devoted (e.g., it is not allowable to devote effort during the academic year and be paid in the summer since academic year appointments already provide for 100% salary). Likewise, if a Principal Investigator or Project Director planned effort is reduced by 25% (or greater), such a reduction normally requires prior approval of the awarding agency. When increasing the level of effort to be devoted by 25% or greater, it is advisable to obtain the written concurrence of the agency's Program Officer. Any questions about these or other required prior approval actions should be addressed to OSP.

INSTITUTIONAL PROPOSAL INFORMATION

Institution Name & Address:

Worcester Polytechnic Institute
Office of Sponsored Programs
100 Institute Road
Worcester, MA 01609-2280

Applicant Type: Private University

Congressional District: Third

County: Worcester

Entity Identification No. (EIN): 04-2121659

Contractor Establishment Code (DUNS No.): 04-1508581

Commercial & Government Entity (CAGE No.): 81359

Standard Industrial Classification Code (SIC No.): 8221

PHS Entity Identification No.: 1042121659A1

OHRP Federalwide Assurance (FWA) No.: FWA00003100

Animal Welfare Assurance No.: A3277-01

Authorized Institutional Officials:

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John A. Orr, Provost and Senior Vice President
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Federal Administrative Cognizance:

Office of Naval Research
Administrative Grants/Contracting Officer
Office of Naval Research
ONR Draper
495 Summer Street, Room 103
Boston, MA 02210-2109

Current ONR Contact:

Richard Ortisi, Contract Administrator
Telephone: 617-753-4103
Fax: 617-753-4605
E-mail: ortisir@onr.navy.mil

Current Rate Information:

Research Assistant Stipends:

Master's Degree Candidates:

	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
Monthly Rate	\$1,780	\$1,820	\$1,870

Ph.D. Candidates (Post-Master's):

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Minimum (per month)	\$1,800	\$1,850	\$1,990
Maximum (per month)	\$1,850	\$1,990	\$2,130

*Student must have completed 18 graduate credit hours

Graduate Tuition Rate: \$1,121 per credit hour (effective Fall 2009). Graduate students are expected to register for a minimum of nine (9) credit hours per semester to be considered full-time.

Projected Annual Rates of Increase: Salaries - 2.5-4% (normally not to exceed most recent merit pool); Graduate Tuition - 3%

Estimated Tuition to be Included for Years 2-5 of Proposals (amounts based on 5% increases from above rate):

<u>FY10 (Year 2)</u>	<u>FY11 (Year 3)</u>	<u>FY12 (Year 4)</u>	<u>FY13 (Year 5)</u>
\$1,155	\$1,189	\$1,225	\$1,262

Graduate Students Paid Monthly: Research Assistant appointments (account .6183) should be paid within the above-defined stipend ranges.

Graduate Students Paid Bi-Weekly: Graduate students working at less than the full appointment level or at less than the published salary rates above are to be called Graduate Assistants, Graders, etc. (not TA's or RA's) and are to be charged to account code .6181. Time sheets are required.

For reporting purposes, the University differentiates academic year from summer graduate student hires. Thus, Payroll Authorizations or subsequent Change of Status may not extend beyond the following periods:

Academic Year: August 14 through May 11

Summer '09: May 15 through August 11

INSTITUTIONAL PROPOSAL INFORMATION (continued)

Federally Negotiated Rates:

	<u>Period</u>	<u>Rate</u>	<u>Base</u>
Facilities & Administrative Costs Rate:	07/01/09 – 06/30/11	58.2%	(a)
Fringe Benefit Rate:	07/01/09 – 06/30/11	26.8%	(b)

Distribution Base:

(a) **58.2%** of Modified Total Direct Cost (MTDC) for all budgets beginning July 1, 2005 or after - The MTDC base consists of all salaries and wages, fringe benefits, materials and supplies, services, travel, and subgrants and subcontracts up to the first \$25,000 each (regardless of the period covered by the subgrant or subcontract). To calculate the MTDC base, Total Direct Costs (TDC) must be reduced by any budgeted amounts for equipment, capital expenditures, tuition remission, rental of off-site facilities, scholarships and fellowships, and the portion of each sub-award in excess of \$25,000.

(b) Salaries and wages of faculty and staff. Rate does not apply to student employees, research or teaching assistants.

Date of Current Office of Naval Research Rate Agreement: 10/26/09

USEFUL WEB SITES

WPI Proposal Procedure

<http://www.wpi.edu/Admin/OSP/Proposal/procedure.html>

Proposal Review Checklist

<http://www.wpi.edu/Admin/OSP/Proposal/checklist.html>

Instructions for Building a Budget

<http://www.wpi.edu/Admin/OSP/Proposals/budget.html>

Sponsored Programs Information Network (SPIN) Access

http://www.infoed.org/new_spin/spinmain.asp

FedBusOpps (Federal Business Opportunities)

<http://www.fedbizopps.gov/>

The Grant Advisor Plus

<http://www.grantadvisor.com/tgaplus/>

GRANTS.GOV - Find. Apply. Succeed.

<http://www.grants.gov/>

National Institutes of Health Standard Receipt Dates

<http://grants.nih.gov/grants/funding/submissionschedule.htm>

National Science Foundation (NSF) Deadline Dates

http://www.nsf.gov/funding/pgm_list.jsp?org=NSF&ord=date

More Tips for Investigators

- In general, it's recommended that investigators make at least one initial contact with a new potential sponsor by email, phone, letter of inquiry, or in person before submitting a proposal. This contact may be helpful in building relationships, learning more about a sponsor's current goals and mission, and learning new areas of research and/or related ideas.
- When contacting sponsors, limit the discussion to technical matters and contact OSP for assistance with proposal submission specifics, budgets, cost sharing, and other administrative topics.
- Proposals involving subawards to another organization require a letter of intent, scope of work, budget, budget justification, and copy of the organization's indirect cost rate agreement to document their commitment to the project.
- Did you know...?
 - Travel to Canada is not considered foreign travel, but traveling on Air Canada is considered use of a foreign air carrier
 - Meals that you take while at an approved conference on official business are allowable, but buying dinner for a colleague is not
 - Federal award funds normally may not be rebudgeted from any student support category without prior approval of the sponsor
 - All cost sharing, regardless of source, must be approved by the University prior to submitting a proposal
 - The University may not charge a lesser amount for a like expense to a non-federal sponsor than it does to the federal government
 - Effort devoted to sponsored programs is not about the number of hours but, rather, the percentage of WPI-compensated time spent on each activity (i.e., there's no such thing as a 40-hour week)
- Above all else when an award is accepted by WPI on your behalf, be certain to read the terms and conditions to understand what requirements there are (e.g., programmatic reporting, types of allowable expenses, and rebudgeting) and contact OSP with any questions.