Welcome to the first issue of the new ORSP Quarterly Newsletter! Our intent is to keep the newsletter as brief as possible, while providing highlights on key topics. If you would like additional information on any topic, please contact an ORSP representative.

UPDATE FROM THE INTERIM AVP

Jeffery Seitz, Interim Associate Vice President for Research and Sponsored Programs (x5-4211)

On September 1, I began my interim appointment as the Associate Vice President for Research and Sponsored Programs. I have been a faculty member at CSUEB since 1997 and am excited to help faculty with the grant process. Please feel free to contact me if you have any questions or comments.

One of our priorities is to continue to streamline pre- and post-award processes and compliance. During the Fall Quarter, I will begin to meet with different constituents on campus. In addition, we reactivated the PI Advisory Committee to help identify grant processes that need to be improved to reduce the administrative burden on PI’s. The members of the committee have grant experience and include Shubha Kashinath (CSD), Derek Kimball (PHYS), Chris Kitting (BIOL), Jean Moran (EES), Tammie Simmons-Mosley (FIN), Jenny O (KIN), Lettie Ramirez (TED), and Meiling Wu (MLL).

A current listing of the staff in ORSP and their major areas of responsibility:

<table>
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<tr>
<th>Pre-Award/Post-Award</th>
<th>Compliance</th>
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<td>Jeanne Dittman, Director, Grant Administration (x5-4006)</td>
<td>Sean Williams, Director, Compliance (x5-2301)</td>
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**Pre-Award:**
- Susan Wageman, Grant Strategy Officer (x5-2315)
- Chantal Ebarle, Senior Proposal Coordinator (x5-4239)
- Randy Denis, Pre-Award Officer (x5-4281)

**Post-Award:**
- Gina Kekiwi, Senior Grant Administrator Coordinator (x5-4232)
- Melissa West, Grant Support Coordinator (x5-4229)

**Compliance**

Sean Williams, Director, Compliance (x5-2301)
- Mark Vidal, Compliance Specialist (x5-3738)
- Anne Wing, Office Manager/IRB Coordinator (x5-4212)
- Mary Weldele, IACUC Coordinator (x5-2291)

Center for Student Research
Jeffery Seitz, Director (x5-4211)
- Angelica Garcia, Grant Support Assistant (x5-7335)

MARK YOUR CALENDARS!

**PI Quarterly Meeting.** The next quarterly meeting for PI’s is scheduled for Tuesday October 25, 12:00-2:00 in the Biella Room in the library.

**LEARN ABOUT FUNDING OPPORTUNITIES WITH PIVOT**
Pivot is a user-friendly database of federal, state and privately funded grants. Faculty can set search terms and receive relevant funding opportunities via email once a week. To get started, visit Pivot or contact the ORSP pre-award team for a tutorial.

**DATA WAREHOUSE AND COMMON FINANCIAL SYSTEM**
ORSP is available to assist Principal Investigators (PIs) and their staff with accessing and utilizing CSUEB’s Data Warehouse and Common Financial System (CFS) systems. These systems are useful in post-award management and all financial related expenditures and provide support for fiscal reporting. PIs who have grants that have fiscal reporting requirements are strongly encouraged to take this training. To schedule an appointment, please contact Anne Wing at anne.wing@csueastbay.edu. The next workshop training is scheduled for September 30th, 2016, Room#SA1400, from 2-3PM.

**ELECTRONIC ROUTING SYSTEM**
To facilitate submittal processes, the Chancellor’s Office acquired a new tool for the campuses called InfoReady. This tool can reduce the need to obtain hard copy signatures at various stages of the routing process. Department Chairs and Deans will able to review, approve, and decline proposals and other requests electronically, and the Committee on Research members are able to review FSGs electronically.

ORSP began testing InfoReady for no-cost extension requests. The system can be used to seek approval from Department Chairs, Deans, and other administrators prior to submitting a formal request to sponsors.

**DRONE COMMITTEE**
CSU East Bay will need to request permission for the operation of unmanned aircraft systems (UAS)/unmanned aerial vehicle (UAV) technology (aka 'drones'). If you are planning the use of drones as part of your research, teaching or other scholarly activities, please contact Sean Williams at sean.williams@csueastbay.edu.

**MIDYEAR MONITORING REPORTS**
Time and Effort, Cost Sharing and Subrecipient Monitoring reports for the period of July 1, 2016 through December 31, 2016 will be due January 31, 2017. For assistance completing these reports, please contact Mark Vidal at mark.vidal@csueastbay.edu.

**PROPOSAL PREPARATION - FIVE HELPFUL HINTS FOR SUCCESS**
The ORSP pre-award team members are looking forward to assisting you with the development, routing, and submittal of your proposals. Five Helpful Hints follow that will help expedite and support the required processes.

1) Contact the ORSP Pre-Award Team as soon as you are thinking about submitting a grant proposal for external funding. This allows the team to add your potential proposal to the queue for timeline development. Please contact ORSP as soon as possible or at least one month prior to the submittal deadline.

2) Plan to allow enough time to have the proposal submitted to the sponsor at least two business days before the deadline. Federal sponsors, and many private sponsors, have requested that institutions...
do not wait until the final day because it overloads all systems and puts extra strains on the agencies and the submitting institutions. All sponsors appreciate receiving a lighter intake on the deadline due date.

3) Plan to work with the ORSP Pre-Award team to have your final budget and your proposal scope of work or project description completed at least 7 days before the submittal date to allow time for routing the proposal for campus signatures. In order to adhere to all related federal, state, and local policies, the CSU must require that proposals are reviewed by the PIs, Chairs, Deans, ORSP, Provost, CFO, and in some cases University Advancement prior to submittal. Allowing 7 days provides the designated administrators with enough time to complete their required reviews and approvals.

4) Read the sponsor guidelines before starting your proposal and think in advance about the budget line items you may need. Please contact ORSP Pre-Award if you need assistance with getting started. We recommend brainstorming early about grant-related budget costs, including personnel (Faculty, Staff, Students), travel in-state, travel out-of-state, IT costs, equipment, independent contracts and subrecipients, meals, participant support, other grant-related expenditures.

5) Once you are sure you would like to apply for external funding, let your Chair and Dean know your plans. This will help with campus planning for current and future years.

HIRING COMES BEFORE THE START OF WORK
A common question we receive is "Can I or my grant employee start working even though I haven’t yet turned in the hiring or appointment paperwork." The short answer is, "No." Just like you would not expect someone at a business to assist you without first being hired, no grant-funded work is approved to begin until an agreement with the external sponsor is fully-executed and the appointment or hiring processes are completed. Because the processes are different depending on the position being hired and upon what type of faculty, staff, student, or independent contractor are being hired or engaged, the processes can take different amounts of time, but once the funding is in place you should work with the ORSP Post-Award team who can guide you through the processes. For new awards, you will be scheduled for an ORSP orientation session to discuss the award and the process steps. For existing awards, appointment paperwork needs to be renewed each fiscal year and hiring paperwork for new employees submitted prior to the position start dates. If you know you had or will have overload or release time for Summer 2016 or for Fall 2016 and you have not yet signed the applicable forms, please contact ORSP at: orsp@csueastbay.edu.

CENTER FOR STUDENT RESEARCH
The Center for Student Research provides scholarships, research supply and travel grants, and other support for students engaged in faculty-mentored research. Student research is an effective high impact practice that improves student success, especially for underrepresented minority students. Many faculty members at CSUEB have mentored students through the CSR and experience benefits for their own professional activity. If you have not participated in the program, please consider this important opportunity. Faculty research mentors are expected to meet regularly with their mentees. Applications from students are due Oct. 7, 2016. More information and the application can be found at the CSR website. Please help recruit students that you feel would benefit from the program.

FACULTY RESEARCH HIGHLIGHT

Dr. James Murray is an Associate Professor of Biological Sciences here at CSUEB. His lab has been exploring how brain cells mediate behavior using an approach called “neuroethology”. Ethology is the study of why (in the evolutionary sense) animals behave as they do. In other words, what is the adaptive significance of their behavioral choices, and how did they evolve? Neuroethologists distill this down to the cellular level to explain how these behaviors evolved as neural networks. One can contrast this with other approaches to exploring how brain cells mediate behavior, such as running rats in mazes, and determining which brain cells help them remember where the reward is located. This approach also assists with the understanding of how brain cells cause behavior, but outside of the natural evolutionary context.

Dr. Murray has been working on the sea slug Tritonia as a ‘model system’ for neuroethology since 1989. This species has become a ‘model system’ because it has a small number of giant brain cells (nearly 1 mm wide!), making it easier to monitor the activity of specific brain cells and correlate the activity with behavior.

The first brain cell recording in a brain that was still attached to an animal was done in Tritonia. Consequently, researchers learned a great deal about how sea slugs brains cause behavior, and in 2000, the Nobel Prize in Physiology & Medicine went to a neuroscientist named Eric Kandel for his work on memory in sea slugs.

Dr. Murray’s specific research goals have focused on how the slug navigates. He has studied how the animals detect tidal flow currents and orient upstream. His colleagues have found the slugs orient to upstream odors, to touch, and to the earth’s magnetic field. Dr. Murray has been working on this magnetic field sensitivity to help find the magnetoreceptors and explain how and why the sea slugs use geomagnetic orientation.

Dr. Murray is assisted by three grad students who are investigating the neural connection between odor receptors and the neurons that cause turning, characterizing crawl speed during day and night to understand how light affects this movement, and exploring how the slug is able to eat toxic corals and not suffer from the neurotoxins they harbor. Dr. Murray is also being assisted by undergraduates students conducting magnetic behavior and gene expression research.

If you would like to give us your permission to feature your sponsored program in our future newsletter, please contact, Randy Denis at: randy.denis@csueastbay.edu.

HELPFUL LINKS
- Office of Research and Sponsored Programs
- Quick Access Guide
- Center for Student Research