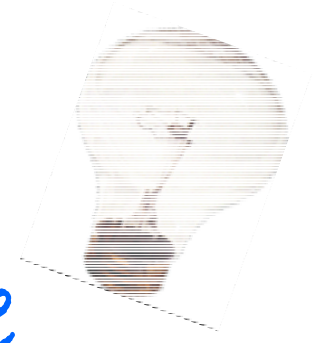


INTRODUCTION TO THE CEHD OFFICE OF RESEARCH



MISSION



- Mission: The mission of the CEHD Office of Research is to support and encourage scholarly activity of all types and to reduce administrative burden in all aspects of sponsored projects.

Introduction of Staff

Peter Barcher, Associate Dean for Research (80%)

- pbarcher@gmu.edu
- 703-993-9705

Rhonda Troutman - Dir. of Post Award Services (80%)

- rendicot@gmu.edu
- 703-993-2481

Susan Miller, Office Manager (100%)

- smilleb@gmu.edu
- 703-993-9706

Direct Costs

- Direct costs are “those costs that can be identified specifically with a particular sponsored project, an instructional activity or any other institutional activity, or that can be directly assigned to activities relatively easily with a high degree of accuracy.”
- Examples:
 - Salaries
 - Travel
 - Equipment
 - Supplies
 - Tuition

Indirect Costs

- Also Known as Facilities and Administrative (F&A) or Overhead
- Indirect costs are “those [costs] that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity.”

Indirect Costs

- Services of the accounting staff and research Administrators
- Salaries of departmental administrators
- Cost of utilities
- Office supplies, postage, local telephone and communications infrastructure
- Depreciation on building and improvement and equipment
- Cost of Library

Peter

- Oversee CEHD Grant/Contract Services
- Identify Funding Sources
- Individual Faculty Mentoring
- Develop Teams and Partnerships
- Approve GRA Requests
- Preliminary Review of Proposals and Budgets
- Final Approval of All Proposals

Rhonda

- Review and Approve EPAF's, Food and Beverage, and Travel Requests/reimbursements
- Assist with Re-budgeting/spending Plans
- Coordinate Administrative Requests, such as No-Cost Extensions
- Ensure Proper Accounting in Banner, especially regarding F&A Charges
- Monitor Cost-share Expenditures

SUSAN

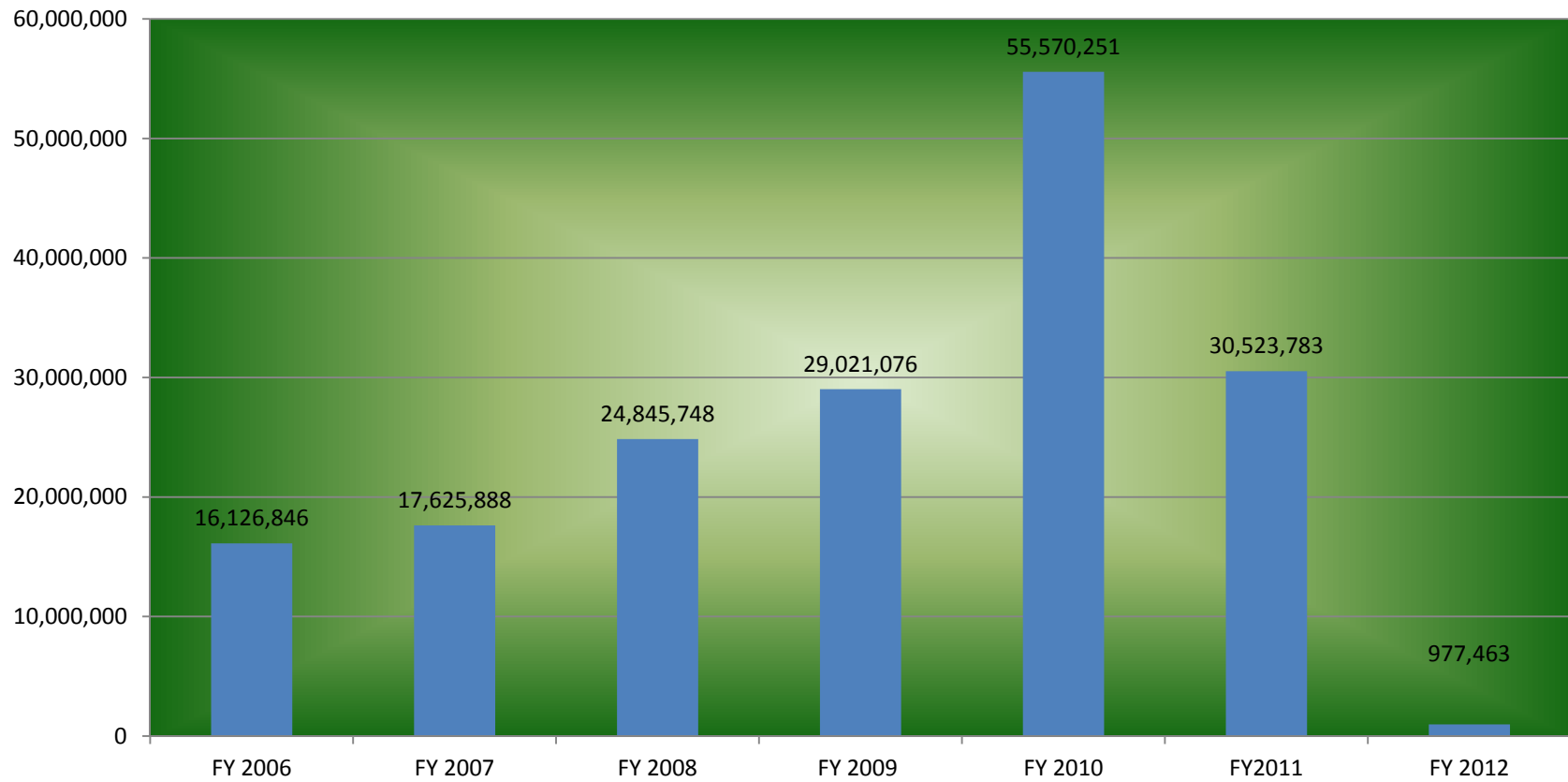
- Record and track proposals, awards
- Urgent GRA Grant Tuition Requests
- Advise divisional staff on purchasing and travel
- Review and approve EVA purchases
- Effort Reporting
- Symposium, Celebration, etc.

PRE-AWARD SERVICES



- Mentoring on all aspects of the grants process
- Funding searches
- Strategy
- Editing Services – experienced editors, familiar with agency requirements, suggest changes to improve overall content (arranged for and paid by Office of Research)
- External Reviews – outside reviewers, familiar with proposal subject matter, offer suggestions and guidance (arranged for and paid by Office of Research).

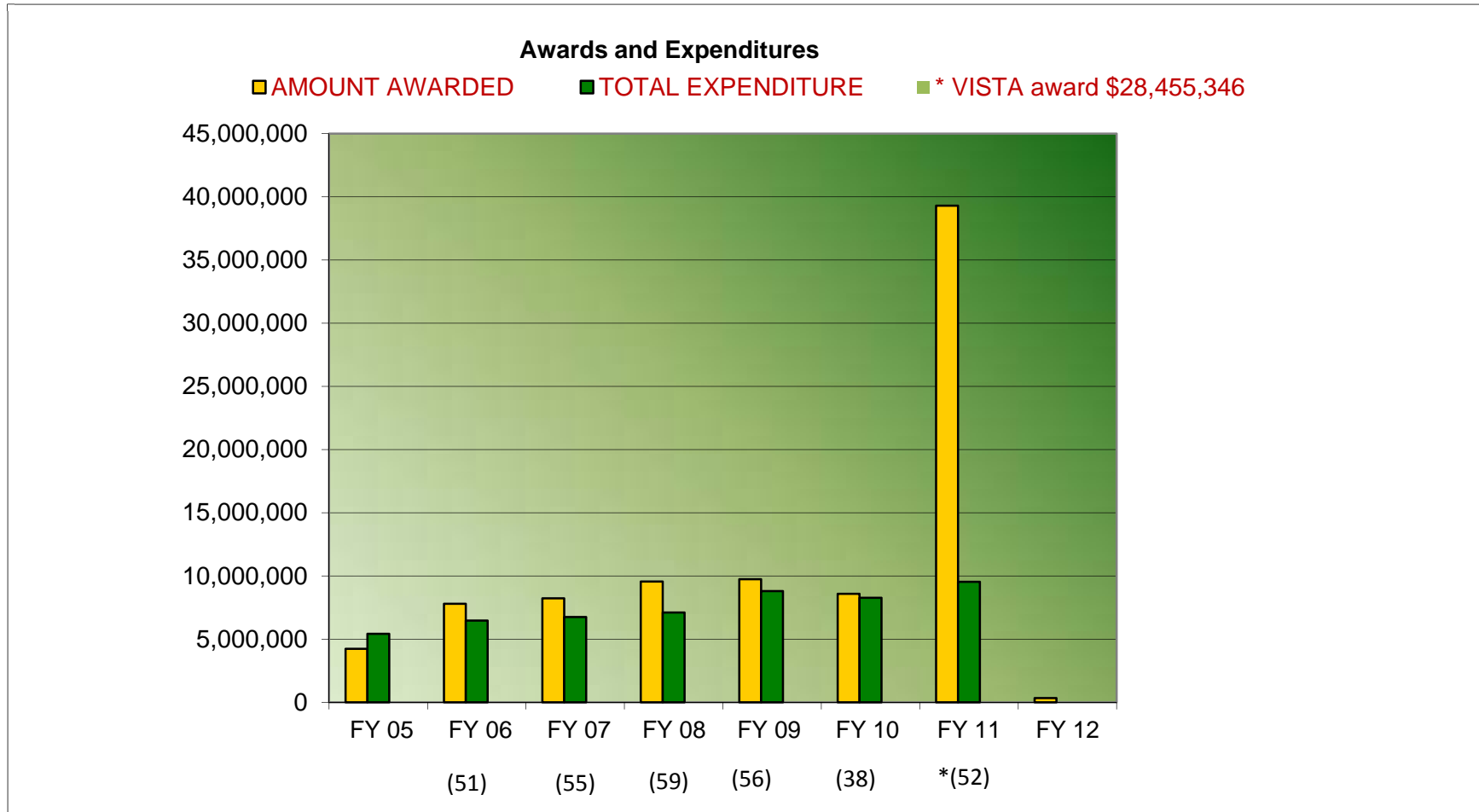
PROPOSALS



POST-AWARD SERVICES

- Routine purchasing, travel, personnel actions are done by divisional staff
- Rhonda Troutman and Susan Miller provide training and handle the more difficult issues
- Oversight of grant expenditures
- Guidance on grant related requirements for travel and purchases
- Coordinate access needed to PI Reports, Banner, and Workflow programs.

Awards and Expenditures



CEHD FACULTY ON GRANTS

<i>Academic Year</i>	<i>Tenure and Tenure Track</i>	PIs and Co-PIs
2010-2011	115	33
2009-2010	92	33
2008-2009	90	37
2007-2008	89	35

CEHD Events Calendar

- Summer Research Funding
- Study Leaves
- Seed Grants
- Celebration of Achievements
- CEHD Annual Research Symposium
- CEHD Scholarly Achievement Award

Summer Research Funding

What - Small Research Grants

When - Proposals due October 1st

Eligibility - Tenure Track and Tenured

Amount - \$1,000 - \$6,000

Source - Vice President for Research

Study Leaves

What - One Semester with pay

When - Proposals due October 1st

Eligibility - Tenure Track and Tenured

How Often - Seven Years

Source - Vice President for Research

Seed Grants

What - Seed Funding for those Seeking Large Grants

When - Proposals due Anytime

Eligibility - Tenure Track and Tenured

How Much - up to \$5,000

Source - Vice President for Research

Celebration of Achievements

What - Annual Event to Recognize Mason Scholarship (reception and displays)

When - November 2, 2011

Where - Center for the Arts

Source - Vice President for Research

Mason Emerging Researcher Award

What - Each Year Three Faculty are Selected
for the Mason Emerging
Researcher/Scholar/Creator Award

When - November 2, 2011

Where - Center for the Arts

How Much - \$3,000 plus feature article

Source - Vice President for Research

CEHD Research Symposium

What - Annual Symposium featuring CEHD
Faculty Research

When - February 6, 2013

Proposals Due - Mid December 2011

Where - Johnson Center

Sponsor - CEHD Office of Research
CEHD Research Committee

CEHD Scholarly Achievement Award

What - Annual Award for One CEHD Faculty

When - Announcement at Opening Faculty Meeting. Keynote at CEHD Symposium

Nominations Due - March, 2012

How Much - \$500 plus plaque

Sponsor - CEHD Office of Research

CEHD Research Committee