



COLLEGE OF EDUCATION
AND HUMAN SCIENCES



Research Guide

<https://cehs.unl.edu/cehs/researchoutreach/>

From the Associate Dean of Research

CEHS is proud of its faculty and their accomplishments and committed to supporting our faculty and professors of practice at all stages of their careers to develop their research, scholarship, and creative work. The CEHS Research Office provides support for faculty proposal and grant activities and our ongoing professional development opportunities are designed to support long-term successes. Among our professional development opportunities are programs for new tenure track, research faculty and for new professors of practice. These professional development opportunities for new faculty and professors of practice include the First Year Faculty program and the Scholarly Enhancement programs. These programs are open to all faculty through an application process and begin each fall. This brochure describes the services provided by the CEHS Research Office and the professional development opportunities available to all faculty. The websites included in the brochure provide additional information.

UNL Research Assistance

CEHS RESEARCH TEAM

CEHS Research Team can help with proposal and grant activities, including:

- Scholarly enhancement
- Layman awards
- IANR
 - Rural Futures
 - Hatch projects
 - Multi-disciplinary initiatives
- Proposal budget preparation
- Proposal budget justification
- Proposal routing form preparation
- Proposal routing form processing
- Proposal submission follow-up
- Interest & Outside Activity Reporting Form (IOARF)
- Award personnel activity reports (PAR's)
- Award compliance
- Budget management

THE NEBRASKA CENTER FOR RESEARCH ON CHILDREN, YOUTH, FAMILIES AND SCHOOLS (CYFS)

CYFS provides a variety of resources that support research development.

Through CYFS, faculty have access to a wide array of resources that contribute to the development and submission of competitive grants. CYFS offers services and resources to faculty who are interested in developing and submitting federal, state, University and foundation grants. Funded grants are housed in the Center and are managed by the faculty Principal Investigator (PI) with Center post-award support.

For more information on CYFS grant support, please go to the following link:

cyfs.unl.edu/grant/

CYFS Resources and Benefits for Faculty

Proposal Development Support:

- Assistance with grant scouting
- Support during proposal writing, including:
 - Initial project conceptualization
 - Substantive content development, revision, and editing
 - Development of research design and data analytic plan
 - Coordination with the University Research Office, including Sponsored Programs

Pre-Award Support:

- Budget development
- Biosketch construction
- Reference compilation
- Proposal formatting
- Application submission

Post-Award Support:

- Statistical and methodological support
- Personnel and grant management
- Budget management and reconciliation
- Web and media research dissemination
- Event Support

Ongoing Benefits:

- Affiliation with a UNL Program of Excellence
- Increased visibility of research and scholarship
- Opportunities for collaboration on interdisciplinary research
- Opportunities for interaction with nationally recognized researchers
- Opportunities for collaboration with local school personnel
- Access to a library of successful grant applications and materials
- Access to professional development activities or events that support grant-writing and/or grant submissions (e.g., workshops, seminars, symposiums)
- Use of web-based Center resources

OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT (ORED)

ORED provides the following resources for research:

- Nebraska experts directory for research
- Research development fellows program
- Digital Commons@UNL
- Research road map
- Major changes to the National Science Foundation grant application format
- NSF data management plan resources
- Core facilities
- Expert review of grant proposals
- Grant writing seminar
- NURAMP research management training
- Vice Chancellor for Research faculty travel awards

Award Terms

All awards are made to the “Board of Regents, University of Nebraska for the University of Nebraska-Lincoln.”

Authorized Signer or Authorizing Official – The director of the Office of Sponsored Programs (OSP) is the designee for UNL to approve all awards. Any negotiations between the Principal Investigator (PI) and a funding source are not legally binding until proper authorized signature is in place.

Authorization on an award:

- Commits UNL to be accountable for the appropriate use of funds awarded and the performance of the project or activities resulting from the award
- Attests that all information contained in the proposal is accurate, complete and in conformance with sponsor and University requirements

Award Cycle

The financial administration of a sponsored award is a shared responsibility and a collaboration among the PI, department/college and OSP. With the acceptance of awards for sponsored activity, there are certain obligations and responsibilities which are outlined in the Office of Management and Budget (OMB) Uniform Guidance and UNL policies and procedures that must be followed using UNL's processes.

The PI coordinates with the college grant specialist and OSP proposal submission, administration, and closeout activities. The PI, along with the assistance of the grant specialist and OSP, is responsible for ensuring compliance with applicable regulations, policies, terms and conditions of the award.

Potential Funding Opportunities:

- Grants.gov
- Research.gov
- Webcrawler.com
- Office of Research and Economic Development (ORED)

Contact a grant specialist (see back cover) to discuss other possible funding sources.

PROJECT PLANNING/PROPOSAL SUBMISSION

In this phase, the PI must involve the grant specialist as soon as possible regarding:

- Budgets/budget justifications/cost share requirements
- Proposal deadlines
 - Sponsored Programs requires 3 days prior to submission for careful review
- Subawards – required documentation for UNL
- NUgrant/routing/submission
- Effort of personnel

AWARD SET-UP

- OSP receives award notification and informs PI and grant specialist
- OSP creates an account (WBS number) for expenditures
- PI and grant specialist review and implement awarded budget

AWARD MANAGEMENT

The PI will meet all grant deadlines, including competitive renewal, progress reports and other requirements. The grant specialist will assist with financial information as needed.

PI and grant specialist will:

- Monitor expenses on awards
 - Personnel/hiring/personnel activity reporting (PAR)
 - Travel/operating/supplies/cost sharing
 - Participant and training costs
- Review and assist with changes required from funding agency
 - Change in the scope or direction
 - Absence of the PI or key personnel for more than three months
 - Significant changes in PI and/or key personnel effort
 - Significant reallocation of funds

AWARD CLOSEOUT AND REPORTING

- System generated emails are sent 90, 60 and 30 days prior to the scheduled end of the award to help with planning of final grant expenses
- Final expenses must be posted, cost sharing requirements must be met, and reports must be completed within 30 days of the end of the grant
- Final reports, including technical and financial reports, are submitted as appropriate

DIRECT COSTS

Direct costs are identified specifically with a particular award. Direct costs may be:

- Allowable – directly related to the performance and permitted under the terms of an award and OMB Uniform Guidance
- Allocable – incurred specifically for the program or for several activities and can be distributed between them in reasonable proportion to the benefits received and is clearly necessary to the program
- Reasonable – necessary for the performance of the award
- Timely and within the period of project performance
- In conformity with any limitations or exclusions in the sponsor agreement

Direct costs should be charged correctly the first time to avoid unnecessary cost transfers.

Direct costs typically cannot include costs normally included in the University's facilities and administrative cost rate (i.e., administrative staff salaries or utilities).

Office of Management and Budget (OMB) – OMB is the federal agency that ensures federal monies are spent in accordance with federal regulations (referred to as the Uniform Guidance): research.unl.edu/sponsoredprograms/uniform-guidance/

Electronic Code of Federal Regulations (Uniform Guidance):
ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

INDIRECT COSTS

Facilities & Administrative Costs (F&A) – Indirect costs, sometimes simply referred to as “overhead costs” such as lab space, utilities and other administrative costs which cannot be readily nor specifically identified with a particular sponsored award. F&A costs are real costs to the University and are allocated to the award as a percentage of each direct cost.

Modified Total Direct Cost (MTDC) – Commonly used expenditure base consisting of all salaries, wages, fringe benefits, materials, supplies, services, travel and up to the first \$25,000 of each subaward. MTDC generally excludes capital expenditures, tuition remission and rental costs for off-site facilities.

Total Direct Cost (TDC) – Commonly used expenditure base consisting of all direct costs which includes salaries, wages, fringe benefits, materials, supplies, services, travel, capital expenditures, tuition remission and rental costs for off-site facilities (all direct costs summed equals the base).

PERSONNEL ACTIVITY REPORTS (PARs)

Effort reporting is the mandated method of certifying to federal granting agencies that you have actually devoted the effort charged or cost shared to each award. Principal investigators and the university are ultimately responsible for ensuring that all charges to an award are accurate and appropriate, including salary charges. Federal audit personnel rely on effort reporting to evaluate whether the salary paid on an award is reasonable relative to the effort expended on the funded project.

To be consistent with the Uniform Guidance, employees with payroll costs charged to an award should consider the following:

- Employee’s effort must reflect 100 percent of all University compensated activity; effort is not based on a 40-hour workweek.
- PARs need to be verified/signed by a person with direct knowledge or other means of verification that work was performed (preferably by the employee themself).

Failure to complete a PAR correctly and timely could lead to unallowable costs and repayment to the sponsor. The PI’s department is responsible for repayment of any unallowable costs.

For more information on UNL Effort Reporting (Personnel Activity Report - PAR), please go to the following link: research.unl.edu/sp1/docs/PARGuidelines.pdf

COST SHARING

Cost sharing is the commitment of a specific portion of project expenses not funded by the sponsor but borne by the University or a third party. It is highly discouraged unless required by the agency.

- Cost sharing offered voluntarily in the proposal must be provided by the University or a third party and documented.
- Proposed cost sharing must have departmental authorization from an approved internal funding source.
- Cost sharing cannot include unallowable costs.
- Cost sharing on a federal project cannot be funded from another federal source.
- Cost sharing cannot include costs benefiting another award.

SUBAWARD MONITORING

Subawards are subject to the same compliance requirements as the University. PIs have the primary responsibility for the reviewing of invoices and ensuring subaward completion of programmatic activities and other deliverables.

Other Requirements

Each PI needs to be familiar with the following additional requirements to conducting sponsored activities:

- Interest and Outside Reporting Form (IOARF): Faculty are required to disclose potential conflict of interest related to sponsored activity through the NUgrant IOARF module.
- Public Health Services (PHS) Financial Conflict of Interest (FCOI): When applying for funding from any qualifying PHS agency, all key personnel must complete PHS training provided by the National Institutes of Health (NIH). The NIH FCOI online tutorial has been replaced with CITI COI training modules (see helpful links).
- Record Retention: Support documentation for expenditures charged to an award needs to be maintained by the department during and after the award period for seven years from the date of submission of the final expenditures report.

Helpful Links:

Benefits: research.unl.edu/sponsoredprograms/fringe-benefit-rates

Buros: buros.org

Conflict of Interest Training (through CITI):
research.unl.edu/researchcompliance/coi-training/

F&A (Indirect Costs) Rate:
research.unl.edu/sponsoredprograms/facilities-and-administrative-cost-rates

IACUC (Animal) Training:
research.unl.edu/researchresponsibility/required-and-optional-training-2

NEAR Center: cehs.unl.edu/edpsych/near-center

Nebraska Academy for Methodology, Analytics & Psychometrics (MAP):
mapacademy.unl.edu

NURamp Sessions: research.unl.edu/nuramp

Pixel Lab: pixel-lab.unl.edu

RCR Training:
research.unl.edu/researchresponsibility/responsible-conduct-of-research

(OSP) Sponsored Programs Frequently Used Information:
research.unl.edu/sponsoredprograms/proposal-preparation-frequently-used-information/

Travel (domestic and foreign): travel.unl.edu

UNL Grant Writers: research.unl.edu/proposaldevelopment/services

UNL Policies, Procedures & Information: bf.unl.edu/policies

College of Education and Human Sciences

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