

OFFICE OF SPONSORED PROGRAMS

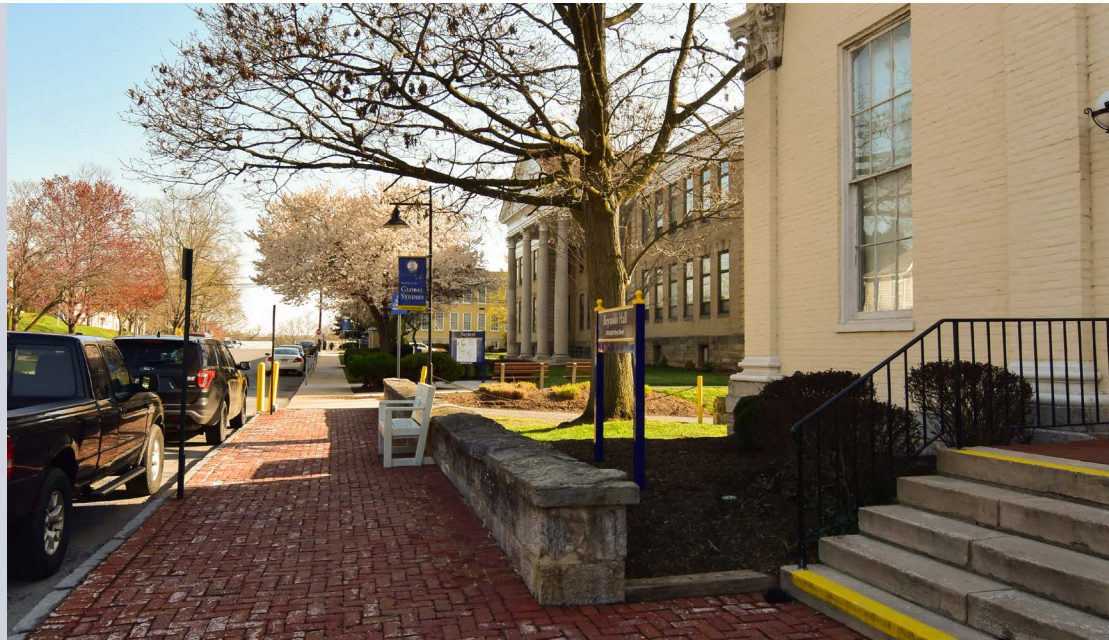
Newsletter

Summer 2021



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A Letter from the Director

Happy Summer, Ram Family!

As I'm wrapping up my first full academic and fiscal year in this position, I'm amazed at all I've learned since I joined the team in February 2020. As many of you know, this is my first position in higher education research administration and many of the processes were mysterious to me at first. EVERYONE I've had the pleasure to work with so far, from adjuncts to deans, from administrative assistants to VPs, from practicum students to graduate assistants, has taught me something new or helped me build upon an existing skill. But there are a few folks who have regularly gone over and above on my behalf. I am so grateful for all they've done to support and educate me during this first leg of my journey toward becoming a trustworthy and knowledgeable guide for the grant-seeking, grant-winning, and grant-managing processes here at Shepherd.

Dr. Jason Best, thanks for all your tips on how to gracefully and effectively manage and organize everything, be it stuff, time,

information, or people. Dr. Quita Howard-Bostic, I have cherished your frank and compassionate guidance on diversity and equity issues. Dr. Ben Martz, you are my go-to guy for no-nonsense solutions and stellar excel skills. Deb Langford and Donna Shipley, I hope everyone working in West Virginia state schools has people as smart and kind as you helping them learn the procurement and human resources process. Most of all, I am indebted forever to our late provost, Dr. Scott Beard. You will always be my role model for good taste and hard work, kindness and creativity, empathy and excellence. In everything I do for the rest of my life, I'll have more confidence in myself, knowing you believed in me. And when I'm in a position to be of assistance to others, I will aim to be as good as you were at encouraging them to find their voice, live their gifts, and shine as bright as they can be.

Sincerely,

Madge Morningstar

Director for the Office of Sponsored Programs

CONTACT US

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Three New Forms to Make Grants-Seeking Easier

Thanks to the earnest and steady effort from grant-seekers across campus, Shepherd’s sponsored program funding portfolio is growing! More prospecting, more proposals, and more active awards means more information to manage and more deadlines to keep up with. To ensure that OSP staff remain available to help PI/PDs solve unusual problems and surmount unexpected obstacles, we’re introducing new, hassle-free systems for handling the usual and predictable aspects of the grants cycle.

GRANT-SEEKER SKILLS SURVEY

Unfamiliar with Shepherd’s grants-related processes? Or, are you new to grant-seeking in general? Your answers to this survey will help OSP staff recognize your strengths and understand you needs. This allows us to provide you with tailored support that will increase your chances of finding, winning, and managing external funding.

All the questions are based on actual “teachable moments” inspired by Shepherd faculty and staff. ■

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FUNDING SEARCH REQUEST FORM

Fill out this form when you want help finding funding. It takes as little as three minutes to answer these five easy questions.

1. Provide a brief description of the project or program you are seeking to fund.
2. What amount of funding are you seeking? (ballpark estimate)
3. When do you imagine the project period starting and ending?

4. Which college or administrative department do you represent?
5. Are you using the searchable grants database (SPIN)? ■

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INTENT TO SUBMIT FORM

Fill out this form **as soon as practical** after deciding to apply for a particular grant. (Ideally, **at least four weeks** before the external submission deadline.) This form is also quick and easy to fill out! Expect to spend **less** than five minutes answering the following questions.

1. Please provide a link to the solicitation.
2. When is the application deadline?
3. Any other important dates? (LOI, webinar, optional early review?)
4. Is cost share (“match”) required?

Prospecting Goal - 100 SPIN Profiles Before Fall Semester

We began subscribing to SPIN, a searchable Grants Database hosted by InfoEd Global, in January 2020. Since then, 80 Shepherd grant-seekers have created profiles which allow them to automatically direct customized search results to their email inboxes each week. We’re aiming for 20 new users before the fall semester start on August 23. To learn how to make this resource work for you, attend one of our tutorial sessions or, if you prefer to work alone, download the quick-start guide.

SPIN: QUICK START GUIDE

SIGN UP HERE FOR A SPIN TUTORIAL SESSIONS

Current Schedule:

- Monday, May 17, 11 a.m.-noon
- Tuesday, June 15, noon-1 p.m.
- Wednesday, July 14, 1-2 p.m.
- Thursday, August 19, 2-3 p.m.
- Friday, September 16, 11 a.m.-noon

5. Will live animals or human subjects be studied?
6. What is your project about?
7. Anything else you want OSP staff to know at this time? ■

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Thirteen New Proposals Submitted

Look at all the interesting projects and initiatives Shepherd faculty and staff have been seeking funding for these past few months! Of course, EVERY PI or PD who successfully completes the pre-award process is a winner in our eyes. In next semester’s newsletter we’ll tell you which proposals actually won.

Three separate proposals from **Dr. Sher Hendrickson and The Andean Condor Genome Project**, totaling \$76,034, would support research that will help save this threatened species.



Captive Andean Condor chick being raised by puppet. Photo courtesy of Programa Conservación Cóndor.

A new **Hybrid Learning Center** has been proposed by **Karen Rice**, director of Lifelong Learning. She has requested \$9,826 in initial funding from the Eastern WV Community.

Dr. Michael Groves and Dr. Sharon Mailey have plans for an **on-going scholarship program** and “Student-to-faculty pipeline” which will boost diversity within the School of Nursing. They requested \$2.12 million from the Health Resources and Services Administration to support the first four years of the program.

Professor Jason Miller is part of an international team seeking funds from the **Norwegian Research Council** for a project budget of \$12.9 million Kroner (about \$1.5 million USD). If approved, this research project will give students hands-on research experience in the field of genetics and an opportunity to contribute to the advancement of the field.

Magnetic refrigeration is a promising technology which could replace vapor-

compression techniques, reduce energy consumption and play an important role in solving the challenges of global warming. **Dr. Mohammed Ghahremani**, is requesting \$86,999 from NASA for advancing techniques for **predicting magnetocaloric properties** of any given alloy.

Three separate proposals were submitted to **NASA’s WV Space Grant Consortium** program. **Jason Miller** seeks \$20,000 to study the strength of the composite materials used in aerospace and other industries.

Dr. Weidong Liao asked for \$5,000 to create a **Mobile App Design course** for Shepherd students.

The **Seeding Your Future** (SYF) team, which includes Kay Dartt and Drs. Sytil Murphy, Cecilia Melton, Jacquelyn Cole, and Lisa Zerull, requested \$3,700 to fund the eighth year of a **one-day conference to encourage middle school girls to consider futures in STEM fields**.



Former Seeding Your Future Conference participants celebrate a safe and successful experiment.

The **SYF Team** has also asked the **American Honda Foundation** for \$57,810 to fund a **Health Science Academy** for local students in grades 5-12.

From NSF, **Dr. Qing Wang** has requested

nearly \$1.5 million in scholarship funds and programming support to address the challenges facing **low-income, academically talented students seeking STEM degrees**.

Dr. Christy Wenger aims to create a **Digital Writing Pioneer Lab** with \$20,000 from the Proctor and Gamble Community Fund. The lab’s writing courses would boost vital digital writing skills for students from all majors and promote inclusivity for students who otherwise lack access to the most up-to-date technologies.

Dr. Peter Vila is seeking \$92,660 from the USDA to light up the new **Aquaponics Laboratory at Tabler Farm**. The high-tech illumination system will allow the lab to be used for education and applied research.

Dr. James Broomall and Dr. Sylvia Bailey Shurbutt have proposed a \$164,231 project for the **NEH’s Landmarks of American History and Culture program**. If funded, public school teachers would attend a summer institute to visit our many important local historical sites and explore American dilemmas of social inequity and systemic racism in our Appalachian region.



Storer College which, from 1867 to 1965, welcomed students regardless of their race or gender, is one of the many nationally significant Civil War and Civil Rights era historical sites located in Jefferson County.

Celebrating Shepherd's Most Recent 'Award-Winning' Grant-Seekers!



Dr. Benjamin Bankhurst (r.) accepted a second round of funding for his research into the **Maryland Loyalist Project**, this time from the Maryland Humanities' Mini Grant for \$1,200. In this phase, the project will **create digital archive of 82 loyalist women and men from Maryland** who petitioned Parliament for financial compensation after the Revolutionary War. ■ [\(Read More\)](#)



Drs. Julia Sandy and Keith Alexander (l.) obtained a second AND third round of funding for **"Locked Down: An Oral History of the COVID Virus in West Virginia's Eastern Panhandle."** The Albert Page Center for History and the Public Interest at Villanova University provided \$5,000 while West Virginia Humanities Council, the phase one funder who contributed the original \$10,000 grant, doubled down with an additional \$10,000. ■ [\(Read More\)](#)

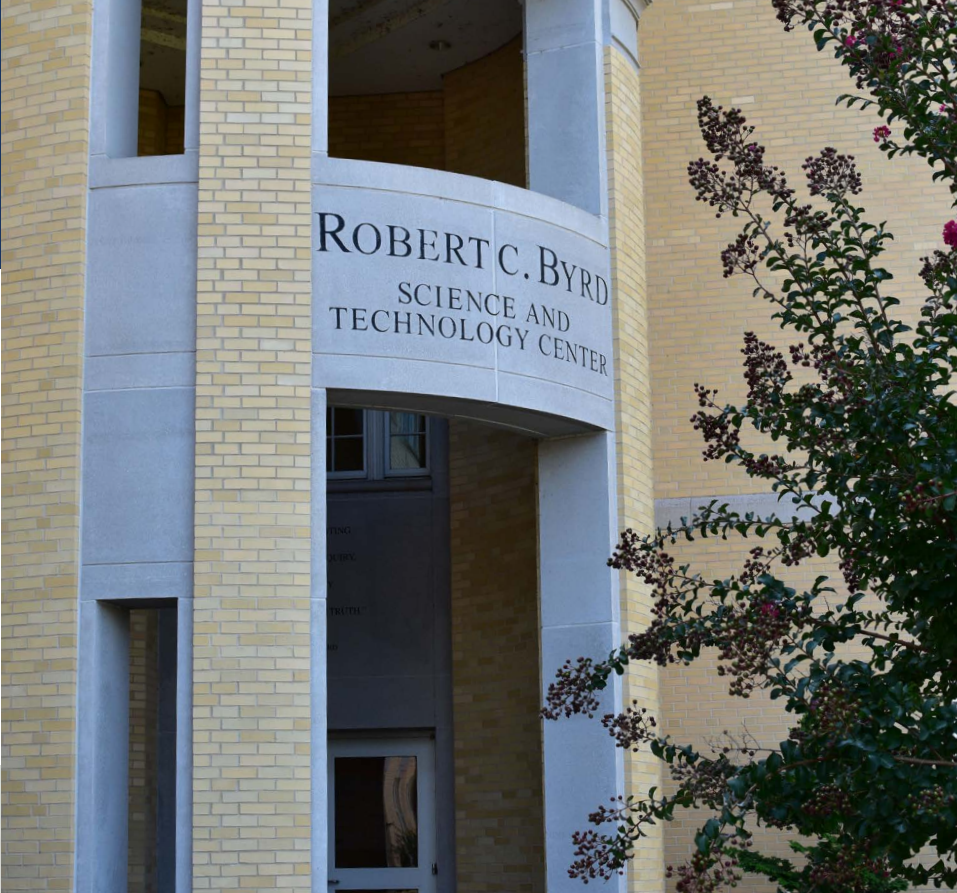


Jim Klein, director of the Martinsburg Center, is receiving \$3,000 for dual enrollment scholarships from the **Eastern West Virginia Community Foundation**. ■ [\(Read more\)](#)

In addition to providing easy access to **dual enrollment classes for Berkeley County teens**, Shepherd University's Martinsburg Center also offers classes for **non-traditional adult students**. ■ [\(Watch Video\)](#)



The director of the **Stubblefield Institute for Civil Political Communication**, **David Welch**, and **Dr. Stephanie Slocum-Shaffer** have secured \$250,000 from the **Governor's Emergency Education Fund for Shepherd University** to implement an interdisciplinary initiative which will prepare nursing, education, and social work student to influence and implement shifting public policies in the post-COVID era. ■ [\(Read more\)](#)



Assistant librarians Rhonda Donaldson and Rachel Hally have spearheaded efforts on campus to encourage the adoption of OER. **Shannon Holliday, Dr. Arnetta Fletcher**, and **Dr. Amy DeWitt** headed the call and gained \$3,000 from the **Higher Education Policy Commission (HEPC)** program: **Student-Centered Innovation: Using Open Educational Resources (OER) to Increase Value for Students**. ■ [\(Read More\)](#)



The **HEPC** also recently awarded almost \$50,000 in equipment grants. **Drs. Cecilia Melton and Jacquelyn Cole** (above, l. and r.) received funding for a **Supercritical Fluid Extraction system** which will be used to explore new sources for organic herbicides. [\(Read More\)](#)

Dr. Courtney Campany (l.) paired his HEPC money with a \$30,852 **LI-COR Environmental Educational Fund** and purchased a portable photosynthesis system to **measure gas exchange in living**

plants. [\(Read More\)](#)
Dr. Courtney Campany also recently secured \$1,000 from the Potomac Valley Audubon Society for the development of a **Pollinator Garden** to be planted next to the swift tower in the Carl Bell Arboretum.
These additions to Shepherd's science lab equipment will allow students researchers to gain fluency in these technologies and increase their competitiveness for STEM careers. ■

Tips and Tricks for Grants.Gov

When it's time to actually submit your request for federal funding through the official websites, you will work directly with OSP staff to make sure everything is exactly correct before the AOR (Authorized Organizational Representative) hits "submit." But, as anyone who has submitted one of these labor-intensive proposals can tell you, the work of completing the online applications starts weeks before the deadline and is often done at odd hours. Here's some advice to lighten the load when you're working alone.

1. Many PI/PDs struggle when they log on to look for their workspaces because it's not clear which of the many fields need to be filled in so they can find their workspace. Guess what?! It works best if you don't fill in ANY of them. Just leave them blank and hit the "Search" button.



2. Sometimes it's not convenient to stay logged in to grants.gov the whole time you're working on your application. Did you know you can download the applications forms as editable pdfs and then upload them when you're finished? Watch this quick video to learn how.

Completing Forms in a Workspace

3. BEFORE you start working on the budget for your proposal, review the R&R budget form. (Download an example [here](#).) The earlier you understand exactly how the information needs to be organized, the easier the submission process will be later.
4. If you try to download a form and get this error message, don't despair! Simply switch to a different browser, or update to the most recent version of your preferred browser. (In the OSP, we tend to use Firefox for grants.gov.) ■

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

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How to Set Up Appointments with the Office of Sponsored Programs

Have a quick question or just want to set up a time to talk at length?

Call anytime! Or, follow the advice below for easy appointment-making.

Pre-Award Topics

Madge Morningstar, 304-786-5358
You can use Outlook's scheduling assistant to view Madge's availability and invite her to a meeting time. For appointments within the next three business days, consider all Madge's existing "tentative" appointments to be confirmed conflicts. For appointments more than three business days in the future, it's okay to book over "tentative" appointments, as you are providing enough notice for her to re-schedule those activities.

Post-Award Topics

EG Moreland, 304-786-5399
To find a mutually available appointment, email emorelan@shepherd.edu with three suggestions for meetings times and EG will reply with the one that works best for him.

How to get feedback on a proposal document:

Got a budget or narrative draft you'd like to have reviewed? Go ahead and send it as a link or attachment to mmorning@shepherd.edu. No need to ask first! Just remember to say when you need the notes by, so your request can be prioritized appropriately. (You should have already shared the link to the solicitation, but if you haven't, do it now!)

Staff Spotlight: Cynthia Copney, Director for TRIO Programs at Shepherd University.



Cynthia Copney, one of Shepherd's most successful grant-writers, is currently managing one of the largest active award budgets on campus. She first became interested in grant-writing in the early 2000s when she took a workshop hosted by Neighborhood Block Grant which focused on teaching participants how to grow their businesses. At the workshop she discovered that being a naturally detail-oriented person is a significant asset when completing what can sometimes be complicated application processes. She insists there is no mystery to writing and submitting successful proposals: "Every funder will let you know exactly what their goals and objectives are." She advises new grant-writers to "have a plan in mind and answer every question as thoroughly as possible." Copney also believes ongoing edu-

cation has been key to her success. "If there is a workshop on the grant I'm writing, I always make sure to attend the workshop."

As director of TRIO Programs, which are 100% federally funded, Copney is responsible for maintaining uninterrupted financial support from the Department of Education. The current active awards she has secured and now manages, which provide for both the Upward Bound Program and Student Support Services, are valued at more than \$2.5 million.

Implementing such large grants effectively can be difficult, but Copney and her dedicated team have a secret weapon: their own personal histories of challenges and success. Just like the students they serve, Shepherd's TRIO staff were all first-generation college students, income eligible, and/or had a disability. Copney explains, "We know what they will come up against before they even know it. That's why we work with them successfully because we have been where they are."

Copney uses her insider understanding to ensure that students have the support they need to stay focused, and persevere through hardships and insecurities they face. She motivates her students by telling them, "Don't let anyone or anything keep you from accomplishing that goal!" She expanded on this point as she recounted a

conversation TRIO staff member, Dr. Evora Baker, had with a student. "We were talking last night about an Upward Bound student who received an \$80K/year scholarship to go to the school of her choice, but she wanted to give up. Dr. Baker told her, 'I know how you feel, but I'll see you at 7.'"

Learn more about Shepherd University's TRIO programs at shepherd.edu/trio. ■