

From: Tim Mack, Dean, School of Graduate Studies and Research
Robin Gorman, Executive Assistant for Government and Community Relations

To: IUP Deans, Faculty and Staff

Date: May 15, 2013

RE: Fiscal Year 2014-15 White Paper Process Timeline

It is time to begin developing our legislative priorities for FY 2014-15. As you are aware, IUP has engaged in an effort to raise our profile in Washington, D.C. to compete more vigorously for federal funds that affect our institution.

We have developed a process to evaluate and prioritize projects for submission to federal agencies and/or Congress. The following provides an update on the legislative process and timeline for fiscal year 2014-2015 consideration to continue the impressive successes IUP has had in the past.

Fiscal Year 2013 Update

FY 2013 will end on September 30, 2013 and FY 2014 will begin on October 1, 2013. FY14 budget proposal was released on April 10, 2013. We have reviewed the Department of Energy's budget and it provides \$638 million for the Office of Fossil Energy to advance technologies related to the reliable, efficient, affordable, and environmentally sound use of fossil fuels, which include shale. The budget also includes \$12 million to fund DOE's participation in a multi-agency research initiative aimed at advancing technology and methods to safely and responsibly develop America's natural gas resources. Specifically, DOE, in collaboration with the Environmental Protection Agency and the Department of Interior, will focus on minimizing the health, safety, and environmental effects of natural gas and oil production from hydraulic fracturing in shale and other geologic formations.

Fiscal Year 2014 Update

To continue efforts at IUP to generate quality research projects and be prepared for opportunities that may arise throughout the year, the IUP grants and sponsored research team has decided upon the following approach:

- Projects that have received funding in the past will continue their activities, be prepared to submit requests if called upon to do so, and report to the Grants and Sponsored Research Team throughout the year.
- In regards to new projects, the Grants and Sponsored Research Team continues to work in consultation with the Council of Deans to adjust to current developments at the federal level. Therefore, the Grants and Sponsored Research Team will continue to meet with all six Academic College Deans throughout the year in an effort to identify and develop long-term competitive research that adheres to a federal process and can be supported by federal agencies and/or Congress.

The following is a timeline for the FY14 Grants and Sponsored Research process:

- **May 2, 2013 with an email reminder August 27, 2013-** Robin Gorman (Chair) and Tim Mack (Co-Chair) will talk to the Deans at Dean's Council regarding the FY14 process.
- **May 14, 2013** – dissemination of Timeline Memo and supporting documents posted on the Research and IUP-Research Institute website.
- **Mid-August 2013**—IUP's Government Relations Officer conducts conference call with the IUP Grants and Sponsored Research Team to provide general advice and direction in the "key" areas as to where projects may have the best opportunity for success. This information will be shared with Faculty and Deans in an email reminder to begin the process in **late August of 2013** (noted above).
- **Week of September 3, 2013** - All interested Faculty and/or staff will provide to their respective college dean their FY14-15 Appropriations Topics using the template provided. A template is provided and ONLY a short description (no more than two pages) that familiarizes the team with the topic area of interest is necessary for this step along with all requested contact information.
- **Week of September 9, 2013**—Grants and Sponsored Research Team meets with Deans to consult with them about the topics submitted and opportunities within their colleges to develop topics into two page white papers and potential long-term research projects.
- **By September 16, 2013** – Grants and Sponsored Research Team will notify all Faculty/Staff who submitted topics to their Deans as to which topics will be developed further into two page (non-technical) white papers with a short form estimated budget outline. (See below for deadline).
- **October 7, 2013** - All two page (non-technical) white papers with an estimated budget outline are **due for submission. Please submit to Robin Gorman at rgorman@iup.edu by end of day Monday, October 7, 2013.** Faculty are encouraged to copy their Deans and IUP-RI Research Development Officer. All white papers submitted are shared with appropriate College Deans, Department Chairpersons and IUP-Research Institute appropriate College Project Development Officers.
- **October 21, 2013**— The IUP Grants and Sponsored Research Team will review and prioritize FY14 white papers. These projects will be shared with the President and Provost for final approval. The Grants and Sponsored Research Team will provide feedback to Faculty and Deans by November 15, 2013. Communications will be given with respect to further development of comprehensive white papers and/or options for support in alternative areas.
- **Week of October 28, 2013**—Following communications with Faculty and Deans, for those white papers recommended to move forward in the process; conference calls will be scheduled with those Faculty members to discuss project direction.

- **November/December 2013**—Finalized white papers will be subject to anonymous peer review for external evaluation of goals, objectives, and deliverables. This would be in consultation with Faculty PIs on the project.
- **November/December 2013** - All finalized white papers and Congressional forms are submitted by the President's Office in coordination with the IUP-RI. Projects will be reviewed with IUP Congressional delegation offices by the IUP Advocate and IUP President and/or Government Relations Officer to determine prioritization for likely funding.

Week of January 20, 2014—Faculty will be asked to give a very brief presentation on project purpose and expected outcomes/deliverables to the full IUP Grants and Sponsored Research Team. Presenters should prepare for non-technical audiences using non-discipline specific jargon with the understanding that the ultimate reviewer will be Congressional offices that consider hundreds of thousands of requests.

- Each presentation should include three or four bulleted items which give the goals/purpose of the project, address immediate and long term deliverables, and provide expected outcomes with general time line and estimated budget/costs. The projects should be of financial savings, life savings or bringing back or keeping business in the U.S. and especially be of benefit/interest to the constituents of the various members of IUP's Congressional delegation and/or supporting federal agencies.
- **February 2014**—All white papers, forms, and supporting documentation are formally submitted to IUP's Congressional delegation offices.

General Guidelines

The IUP Grants and Sponsored Research Team will continue to assist faculty and/or staff to:

- Develop white paper
- Work with faculty and others to identify and engage a project customer or agency sponsor
- Complete ALL necessary forms required by Legislative Offices
- Develop a comprehensive budget
- Prepare a brief presentation (5 to 10 minutes) whereby if asked by a legislator to give the highlights of why one should support your project that you could deliver in a concise and quality style that captivates their interest.
- Continue to work with projects with budgets of \$500,000 to \$1,000,000 to consider a part-time project manager and projects with a budget of over \$1,000,000 to consider a full-time, dedicated project manager. This allows for Federal Program Managers to have a designated formal contact from either the IUP-RI and/or IUP personnel regarding levels of support, priorities, deliverables, compliance issues, and required information via both entities (federal agency and IUP). This is a requirement from all federal agencies for any project submissions.
- Continued support to identify alternative funding agencies and options for all projects

- Conference calls with Faculty regarding project submissions and/or direction of projects with the IUP Grants and Sponsored Research Team and IUP Government Relations Officer will be scheduled on an as needed basis. These calls will be scheduled by the Chair of the Grants and Sponsored Research Team (Robin Gorman).
- New project proposals, developed at the direction and prioritization of the Grants and Sponsored Research Team in consultation with the Dean, may be subject to outside independent peer reviewers under confidentiality agreements.

Please feel free to contact Robin Gorman, Executive Assistant to the President for Government and Community Relations at rgorman@iup.edu or call 724-357-2232 or Tim Mack, Dean, School of Graduate Studies and Research at timothy.mack@iup.edu or call 724-357-2244, if you have any questions concerning this process. The complete IUP Grants and Sponsored Research Team member list includes:

Michael A. Driscoll, President

Timothy Moerland, Provost

Robin Gorman, Executive Assistant to the President (Chair)

Tim Mack, Dean, School of Graduate Studies and Research (Co-Chair)

Mark Berezansky, Executive Director of the IUP-RI

Hilliary Creely, Assistant Dean for Research

Vicki Iseman and Tatanya Szeliga, Alcalde & Fay, Government Relations Officer

With your assistance, we can enhance IUP's profile at the federal level and increase IUP's recognition as a premier university for research. Thank you for your attention to this matter and we appreciate your participation in this process!