



DePaul University

Office of Sponsored
Programs and
Research

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AGENCY UPDATES

■ *COS WebEx Training Session*

Searching for Grant Funding? The Community of Science (COS) will host a webcast training session on navigating the COS Funding Opportunities system, an online, comprehensive funding information source. OSPR will make this webcast available on Thursday, May 4, 2006 from 12:00 noon to 1:15 p.m. at the 55 East Jackson building 17th floor conference room. Please be sure to bring your DePaul ID for building access.

■ *Fulbright Competition Opens*

The Council for the International Exchange of Scholars (CIES) has announced the opening of the 2007-2008 Fulbright Scholar Competition. The application for the traditional Fulbright Scholar program, which offers U.S. faculty and professionals grants to lecture, do research or participate in seminars, is due August 1, 2006.

Eligibility guidelines and downloadable application materials are available at <http://www.cies.org>.

■ *DHHS Survey*

Starting in May 2006, you may be selected to participate in a Grantee Satisfaction Survey to assess the performance of NIH Grants Management Offices and Program Offices. The Grantee Satisfaction Survey is Web-based and by invitation only. The survey will be sent to a random sample of grantees, including Principal Investigators, Business Offices, and Program Directors. Selected participants will receive an e-mail invitation which will include a link to the survey. Additional information on the survey is available at: <http://grants.nih.gov/grants/outside/0406Nexus.htm#BSC>.

■ *NEH and Grant.Gov*

The National Endowment for Humanities (NEH) has announced that grant applications for all programs must now be submitted on using Grants.Gov, the government-wide grants portal. Program specific guidance's on using Grants.gov for NEH are located at: <http://www.neh.gov/grants/grantsgov/about.html>.

■ *Payment to Consultants on NSF Grants*

The Appropriations Act applicable to the National Science Foundation for Fiscal Year 2006 does not contain a limitation on payments to consultants under NSF award. Payments however should be comparable to the normal or customary fees charged and received by the consultant for comparable services, especially on non-government grants and contracts. NSF Grant Terms and Conditions and Grants Policy Statement are being revised to implement this change effective March 15, 2006. Note, however, that in most cases funds awarded prior to the incorporation of the revised conditions dated 3/15/06 are still subject to the consultant rate of pay limitation for the entire award period of the grant.

Continuations

Funds awarded under a continuing grant that incorporated Terms and Conditions prior to those dated 3/15/06 are also still subject to the consultant rate of pay limitation. Any continuing grant increment that incorporates the Terms and Conditions dated 3/15/06 is not subject to the consultant rate of pay limitation for funds provided by that increment or any subsequent increment.

Supplements

At this time, NSF has no plans to amend or supplement awards to provide additional funds for future increases in the consultant rate of pay charged to the award. Rebudgeting of grant funds is allowable provided it is done consistently with Grant Term and Conditions. Contact OSPR for more details (x2-7388).

■ *SF424 Guide*

The DHHS has released a Grants.gov Application Guide SF424 (R&R). Copies are available at: http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General.doc.

TRAINING

This month's training column trains principal investigators and budget managers on the process OSPR recommends for monitoring labor on grant accounts.

Many externally funded accounts at DePaul University are utilized for compensation, paying the salaries and stipends of faculty, staff, and students for their contribution to the sponsored activity. In most cases, the level of effort is calculated and estimated during the proposal phase and from there, incorporated into the award that is eventually granted.

Faculty and staff can expend labor on grant accounts in any of the following ways:

- A set salary for a full time employee
- An hourly wage for a part time employee
- An hourly wage for a student employee
- A stipend for a student employee
- A portion of salary for faculty release time and effort
- Summer salary for faculty
- A one-time payment for some limited, specific participation in a project activity

How can a principal investigator (PI) or budget manager ensure that the labor that was anticipated during the proposal and for which a sponsor is funding a project is actually being spent on their account? How can one confirm that the correct people are being paid and at the right rate? What tools exist to extrapolate future salary and benefit spending?

The most important report available to the PI to address the questions above is the **Payroll and Redistribution Report** – one of the Mobius Reports that are accessed through Campus Connection. The most recent of these reports is labeled: **LBR/POS_20**.

The Payroll and Redistribution Reports are listed by DeptID only – unlike the Financial Activity reports which display both DeptID and ProjectID. A new report is generated every two weeks. The date of each report represents the payday of the report's "current period".

The Payroll and Redistribution Report displays every individual who had been paid something off the grant through the payroll system within the current fiscal year only. Earlier payments may be referenced through the earlier report groups (i.e. LBR/POS_19 for FY05, LBR/POS_18 for FY04, etc.)

Listings within the report are sorted first by Expense account. Therefore, the Full Time Salaried positions come first (501000, 501400, 501500), then the Part Time positions – including summer and student pay (511100, 511150, 531570, 531610, etc), then the Benefit Costs (542100).

Within the categories above, the items in the report are then categorized by Position. Each position will have the title next to it. Indented under each position will be the Employee name and Employee ID assigned to that position. Full time positions will only have one person assigned, but part time positions may contain more than one individual.

The final classification for each employee is labeled "type" which indicates the form of payment received:

- REG = Regular Staff Pay
- FAC = Faculty Pay
- VAC = Vacation Pay
- SCK = Sick Leave (eligible employees only)
- RED = Redistributed Pay (moved into the account after the fact)

With the information referred to above, a PI can accurately know who has been paid under his/her grant account. The remaining information on the Payroll and Redistribution report will show how much each individual has been paid.

The far right columns will indicate the amount paid in gross salary from the grant in the current period (the dates of which are identified in the

title section of the report). The columns distinguish between those payments actually incurred and salary charges to the grant as the result of reallocating salary from another account. Another column will also display the hours entered for the period for those employees that are paid hourly (blank for full-time salaried employees).

To the right of these columns is the Fiscal Year to Date financial information. Again, the columns show actual expenses, redistributions, totals, and hours, but the figures reflect the total paid each person that fiscal year (including the current period).

Following are some types of account management that PIs could undertake through the Labor / Reallocation Report:

- **Confirm that people who are paid from the project are actually known to the PI.** It has happened that individuals were assigned to positions associated with a grant account without the knowledge of the PI.
- **Assure that any faculty time bought out by the grant is accruing during the proper time.** If a PI's understanding is that 11% of his/her salary is to be paid by his/her grant account during the year, that salary should appear on the Labor Form and accrue every two weeks. If it does not,

then OSPR must be informed so that it can coordinate redistribution with Position Management.

- **Confirm that HR actions have occurred.** Example: A project ends on April 30 and termination forms for full time staff have been sent to HR with an effective date of May 1. Any Labor Reallocation Report after the pay period which included dates up to April 30 should have no salary indicated in the "Current Period" columns.

- **Conduct a budget analysis.** With information contained in the Labor / Reallocation report, a PI or Budget Manager can extrapolate salary expenses to estimate project financial status at a future date, calculate actual benefit rates (as opposed to budgeted benefit rates), and approximate impact of personnel actions (i.e. salary escalations, terminations, additional hiring).

OSPR recommends that a review of the Labor / Reallocation report is included in the PI / Budget Manager's monthly review and confirmation of account finances as required by the DePaul University Office of Compliance.

FACULTY AWARDS LISTING

Sponsored project awards received by DePaul University during the period January 1, 2006 through March 31, 2006 totaled: \$1,841,294. Awards are detailed by School and Principal Investigator name below.

Information on awards received during FY 2005 is also now available in the OSPR's *Fact File on FY 2005 Grants Activity*. Copies can be obtained from OSPR at 2-7388.

College of Commerce

Susanne Cannon; *Creation of "Loop Report";* Baum Real Estate Group; 9/1/2005-8/31/2006; \$7,500

Eric Dierdorff and Robert Rubin:

Towards a Comprehensive Empirical Model of Managerial Competencies; Graduate Management Admission Council; 6/1/2006 – 11/30/2006; \$67,415

College of Law

Cherif Bassiouni: *Friends of the International Criminal Court;* John D. & Catherine T. MacArthur Foundation; 3/1/2006 – 2/28/2007; \$140,000

Daniel Rothenberg: *Learning from Atrocity: Secondary School Education;* U.S. Institute of Peace; 3/1/2006 – 8/31/2007; \$40,131

Jane Rutherford: *Summer Stipends for Public Service 2006*; Retirement Research Foundation; 2/1/2006 – 1/31/2007; \$40,000

College of Liberal Arts and Sciences

Kim Amer: *Music Therapy for Adolescents Undergoing Stem Cell Transplant*; National Institutes of Health (Subcontract from Indiana University); 7/7/2005 – 4/30/2006; \$50,980

Michael I Bennett: *Establishment of Black / Latino Working Group*; Chicago Community Trust; 2/20/2006 – 2/09/2007; \$40,000

Michael I Bennett: *Fathers, Families and Healthy Communities Collaborative*; Annie E. Casey Foundation; 11/1/2005 – 10/31/2006; \$30,000

Fassil Demissie: *Colloquium on Colonial Architecture and Urbanism*; Katherine Graham Foundation; 10/5/2005 – 6/15/2006; \$7,500

Nandhini Gulasingham: *Humboldt Park GIS Project*; National Science Foundation (Subcontract from the University of Arizona); 7/1/2005 – 6/30/2006; \$12,819

Gary Harper: *HIV Prevention Program for Youth in Kenya*; National Institutes of Health (Subcontract from American International Health Alliance); 11/15/2005 – 2/28/2006; \$30,462

Gary Harper: *Leadership Group for Adolescent Medical Trials Network Year 6*; National Institutes of Health (Subcontract from University of Alabama – Birmingham); 3/6/2006 – 2/28/2007; \$55,762

Gary Harper: *POSIT PROJECT Phase II*; National Institutes of Health (Subcontract from NOVA Research); 1/9/2006 – 8/31/2006; \$10,000

Joseph Schwieterman: *Government Assistance Program*; Metropolitan Mayors Council; 2/1/2006 – 6/30/2006; \$61,400

Quinetta Shelby: *Chiral Anionic Bidentate Ligands*; National Science Foundation; 6/1/2006 – 5/31/2007; \$215,000

School of Computer Science, Telecommunications and Information Systems

Craig Miller: *Model-Based Principles for Information Architecture*; NASA; 4/1/2006 – 3/31/2007; \$129,458

School of Education

Catherine Larsen: *The LINK Initiative: Year 2*; Chicago Community Trust; 2/1/2006 – 1/31/2007; \$320,000

Jeanne Lopez-Valadez: *Gear-Up 2: Year 1*; U.S. Department of Education (Subcontract from Northeastern Illinois University); 9/1/2005 – 8/1/2006; \$582,867

OPPORTUNITIES FOR YOUR STUDENTS

Many funding agencies award research, scholarship and fellowship grants to thousands of students each year. Following is a list of opportunities that may interest your students.

American Society of Criminology
Minority Scholar/Mentor Research Grants
Deadline: 05-01-06

Purpose: Facilitates the advancement of academically talented students into graduate study in criminology. Undergraduate students who are members of these under-represented ethnic and racial groups and are near the

end of their sophomore year of study are eligible.

Link: <http://www.asc41.com/uminorfel.htm>

Canadian Embassy
Graduate Student Fellowship

Deadline: 10-31-06

Purpose: Welcomes submissions from all fields in the social sciences and humanities to conduct research in Canada.

Link: <http://www.canadianembassy.org/education/grantguide-en.asp>

**Harry S. Truman Scholarship
Foundation, The**

Truman Scholarships

Deadline: 02-05-07

Purpose: Recognizes college juniors with exceptional leadership potential who are committed to careers in government, the nonprofit or advocacy sectors, education or elsewhere in the public service; and provides them with financial support for graduate study, leadership training, and fellowship with other students committed to making a difference through public service.

Link: <http://www.truman.gov/index.htm>

Henry Luce Foundation, The

Luce Scholars Program

Deadline: 02-05-07

Purpose: Provides stipends and internships for fifteen young Americans to live and work in Asia each year. Candidates must be American citizens who have received at least a bachelor's degree and are no more than 29 years old on September 1 of the year they enter the program.

Link: <http://www.hluce.org/3scholfm.html>

Institute of International Education

Fulbright Program for U.S. Students

Deadline: 05-01-06

Purpose: Provides over 1,200 grants each year to go overseas. The Fulbright U.S. Student Program operates in more than 140 countries worldwide and grants are available in all fields of study.

Link: <http://us.fulbrightonline.org/home.html>

Marshall Scholarships

Marshall Scholarships

Deadline: 10-04-06

Purpose: Finances young Americans of high ability to study for a degree in the United Kingdom. At least forty Scholars are selected each year to study either at graduate or occasionally undergraduate level at an UK institution in any field of study. Each scholarship is held for two years.

Link: <http://www.marshall-scholarship.org/index.html>

**Office of the American Secretary
The Rhodes Trust**

Rhodes Scholarships

Deadline: 10-03-06

Purpose: Brings outstanding students from many countries around the world to the University of Oxford. Rhodes Scholars are appointed for one to two years of study at the University of Oxford, with the possibility of renewal for a third year. All educational costs, including tuition, relevant fees, and travel are covered by the Rhodes Trustees

Link: <http://www.rhodesscholar.org/>

National Science Foundation

East Asia and Pacific Summer Institutes for U.S. Graduate Students

Deadline: 12-12-06

Purpose: Introduces students to East Asia and Pacific science and engineering in the context of a research laboratory, and to initiate personal relationships that will better enable them to collaborate with foreign counterparts in the future. The institutes last approximately eight weeks from June to August.

Link: <http://www.nsf.gov/pubs/2005/nsf05617/nsf05617.htm>

Graduate Research Fellowship Program

Deadline: 11-06 (Anticipated based on 2005 deadlines)

Purpose: Recognizes and supports outstanding graduate students in the relevant science, technology, engineering, and mathematics disciplines who are pursuing research-based master's and doctoral degrees.

Link: http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201

Rotary Foundation, The

Ambassadorial Scholarships

Deadline: Varies up to 07-15-06

Purpose: Sponsors several types of scholarships for undergraduate and graduate students to serve as ambassadors of goodwill to the people of the host country and give presentations about their homelands to Rotary clubs and other groups.

Link: http://www.rotary.org/foundation/educational/amb_scho/index.html

EXTERNAL FUNDING OPPORTUNITIES

Selected funding opportunities that may be of interest to the DePaul community are detailed below. Funding Opportunities that have not been announced previously by OSPR are detailed in **red color type**; those that are running a second time are in black color type. Programs are grouped under month of the deadline, in alpha order by agency name. **Web links are included for each program.** Please note that draft proposals must be submitted to the OSPR office five business days prior to the program postmark date.

APRIL

Alexander von Humboldt Foundation

Transatlantic Cooperation in Research

Deadline: 04-30-06

Link: http://www.humboldt-foundation.de/en/programme/stip_aus/transcoop.htm

CDC Foundation

Price Fellowships for HIV Prevention

Deadline: 04-21-06

Link: <http://www.cdcfoundation.org/fellowships/price/>

Department of Energy

Low Dose Radiation Research Program – Basic Biology

Deadline: 04-26-06

Link: <http://grants.gov/search/search.do?mode=VIEW&oppId=7817>

Foundation for the Future

Research Grants

Deadline: 04-30-06

Link: http://www.futurefoundation.org/awards_rga.htm

National Institutes of Health

Preapplication for Interdisciplinary Research Consortium

Deadline: 04-18-06

Link: <http://grants.nih.gov/grants/guide/pa-files/PAR-06-122.html>

Child Health Research Career Development Award (K12)

Deadline: 04-19-06

Link: <http://grants.nih.gov/grants/guide/rfa-files/rfa-hd-06-011.html>

Exploratory Grants for Increasing the Utilization and Impact of the NCI's Cancer Information Service

Deadline: 04-19-06

Link: <http://grants.nih.gov/grants/guide/rfa-files/RFA-CA-06-015.html>

National Science Foundation

Mathematical Social and Behavioral Sciences

Deadline: 04-20-06

Link: <http://www.nsf.gov/pubs/2006/nsf06531/nsf06531.htm>

MAY

Academy of Motion Picture Arts and Sciences

Nicholl Fellowships in Screenwriting

Deadline: 05-02-06

Link: <http://www.oscars.org/nicholl/index.html>

Alexander von Humboldt Foundation

Humboldt Research Awards to Outstanding Scholars Resident Outside Germany

Deadline: 05-31-06

Link: <http://www.humboldt-foundation.de/en/programme/preise/pt.htm>

Camille and Henry Dreyfus Foundation, Inc.

New Faculty Awards

Deadline: 05-11-06

Link: <http://www.dreyfus.org/nf.shtml>

Equipment Leasing and Finance Foundation

Research Grant Program

Deadline: 05-15-06

Link: <http://www.leasefoundation.org/grant/about.htm>

Graphic Arts Education and Research Foundation

Grants

Deadline: 05-30-06

Link: <http://teched.edtl.vt.edu/gcc/HTML/GAERF/Guidelines.html#toc>

National Alliance for Research on Schizophrenia and Depression

Distinguished Investigator Award

Deadline: 05-15-06

Link: <http://www.narsad.org/research/apply/distinguished/>

National Collegiate Inventors and Innovators Alliance

E-Team Course and Program Development Grants

Deadline: 05-12-06

Link: http://www.nciia.org/grants_cp.html

National Endowment for the Humanities

Fellowships: Advanced Social Science Research on Japan

Deadline: 05-01-06

Link: <http://www.neh.gov/grants/guidelines/fellowships-japan.html>

Fellowships and Faculty Research Awards

Deadline: 05-01-06

Link: <http://www.neh.gov/grants/guidelines/fellowships.html>

National Institutes of Health

Cutting-Edge Basic Research Awards

Deadline: 05-01-06

Link: <http://grants.nih.gov/grants/guide/pa-files/PAR-03-017.html>

Tumor Microenvironment Network

Deadline: 05-10-06

Link: <http://grants.nih.gov/grants/guide/rfa-files/RFA-CA-06-014.html>

National Italian American Foundation

Culture and Heritage Grant Awards

Deadline: 05-31-06

Link: <http://www.niaf.org/grants/index.asp>

National Parkinson Foundation

Investigator-Initiated Research Grants Program

Deadline: 05-13-06

Link: <http://www.parkinson.org/site/pp.asp?c=9dJFJLPwB&b=190389>

National Science Foundation

National Science, Technology, Engineering, and Mathematics Education Digital Library

Deadline: 05-01-06

Link: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf06533

Advanced Learning Technologies

Deadline: 05-04-06

Link: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf06535

Course, Curriculum, and Laboratory Improvement

Deadline: 05-09-06

Link: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf06536

Nanotechnology Undergraduate Education

Deadline: 05-16-06

Link: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf06538

Broadening Participation in Computing

Deadline: 05-17-06

Link: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf06540

Math and Science Partnership

Deadline: 05-17-06

Link: <http://www.nsf.gov/>

[publications/pub_summ.jsp?ods_key=nsf06539](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf06539)

Interdisciplinary Training for Undergraduates in Biological and Mathematical Sciences

Deadline: 05-18-06

Link: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf06541

Theoretical Foundations 2006

Deadline: 05-25-06

Link: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf06542

JUNE

Canadian Embassy

Program Enhancement Grant Program

Deadline: 06-15-06

Link: <http://www.canadianembassy.org/education/grantguid-e-en.asp>

Conference Grant Program

Deadline: 06-30-06

Link: <http://www.canadianembassy.org/education/grantguid-e-en.asp>

Outreach Grant Program

Deadline: 06-30-06

Link: <http://www.canadianembassy.org/education/grantguid-e-en.asp>

National Aeronautics and Space Administration

Advancing Collaborative Connections for Earth-Sun System Science

Deadline: 06-14-06

Link: <http://nspires.nasaprs.com/external/solicitations/summary.do?method=init&solId={26763C9B-2D2B-BFF3-5622-9B7BD92C7CB9}&path=open>

Astrophysics Data

Deadline: 06-23-06

Link: <http://nspires.nasaprs.com/external/solicitations/summary.do?method=init&solId={D35B3E07-B164-61BF-189C-6C8527B3596F}&path=open>

National Institutes of Health

International Training and Research in Environmental and Occupational Health

Deadline: 06-22-06

Link: <http://grants.nih.gov/grants/guide/rfa-files/RFA-TW-06-004.html>

National Science Foundation

Hydrologic Sciences

Deadline: 06-01-06

Link: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf06545

Petrology and Geochemistry

Deadline: 06-01-06

Link: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf06543

Tectonics

Deadline: 06-01-06

Link: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf06544

Cyberinfrastructure TEAM (CI-TEAM): Demonstration Projects

Deadline: 06-05-06

Link: <http://www.nsf.gov/pubs/2006/nsf06548/nsf06548.htm>

Enhancing the Mathematical Sciences Workforce in the Twenty-First Century

Deadline: 06-06-06

Link: <http://www.nsf.gov/pubs/2005/nsf05595/nsf05595.htm>

Research Experiences for Undergraduates

Deadline: 06-07-06

Link: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf05592

Antarctic Artists and Writers Program

Deadline: 06-13-06

Link: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf06554

JULY

Leakey Foundation, L.S.B.

General Research Grants

Deadline: 07-15-06
Link: <http://www.leakeyfoundation.org/grants/g2.jsp>

National Aeronautics and Space Administration
Geospace Science
Deadline: 07-21-06
Link: <http://nspires.nasaprs.com/external/solicitations/summary.do?method=init&solId={15625ADB-C013-F6A3-2314-A83746C1FC1F}&path=open>

National Alliance for Research on Schizophrenia and Depression
Young Investigator Awards
Deadline: 07-25-06
Link: <http://www.narsad.org/research/apply/young/>

National Endowment for the Humanities
Preservation and Access Education and Training Grants
Deadline: 07-01-06
Link: <http://www.neh.fed.us/grants/guidelines/pet.html>

National Science Foundation
Faculty Early Career Development (CAREER) Program
Deadline: 07-18-06 thru 07-20-06
Link: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf05579

Samuel H. Kress Foundation
Old Masters in Context Program
Deadline: 07-15-06
Link: <http://www.kressfoundation.org/oldmga.html>

United States Department of Defense
Integrated Learning
Deadline: 07-11-06
Link: <http://fedbizopps.cos.com/cgi-bin/getRec?id=20050715a1>

AUGUST

National Science Foundation
Partnerships for Innovation
Deadline: 08-30-06
Link: <http://www.nsf.gov/pubs/2006/nsf06550/nsf06550.htm>

SEPTEMBER

Canadian Embassy
Research Grants
Deadline: 09-30-06
Link: <http://www.canadianembassy.org/education/grantguide-en.asp>

OCTOBER

Canadian Embassy
Faculty Enrichment Program
Deadline: 10-31-06
Link: <http://www.canadianembassy.org/education/grantguide-en.asp>

DECEMBER

Canadian Embassy
International Research Linkages Grant
Deadline: 12-31-06
Link: <http://www.canadianembassy.org/education/grantguide-en.asp>

Helpful Tips

Planning Your Grant Project: Proposal Review and Submission

When DePaul administrators, faculty, or staff prepare grant and contract proposals for external funding, they are acting on behalf of the University. For that reason, all such proposals must pass through a review and submission process established by DePaul. More information on this process is available at http://ospr.depaul.edu/html/grant/process_overview.html.

OSPR Office Location:

55 East Jackson Boulevard, 22nd Floor, Loop Campus (CNA Building)
 Presentation of your DePaul ID is necessary to gain entrance.

OSPR Office Hours:

OSPR is typically open Monday through Friday from 8:30am to 4:30pm. The office is closed on University holidays.

OSPR Phone: 312-362-7388 **OSPR FAX:** 312-362-7574

Synergy

Synergy is an electronic publication of the Office of Sponsored Programs and Research (OSPR). Comments on **Synergy** can be directed to OSPR at: ospr@depaul.edu. To be added or removed from the **Synergy** email distribution contact OSPR at: 312-362-7388.

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