



July 2019

## RESEARCH

### On Waiving Indirect Costs

Often, I get asked to waive some or all indirect costs (IDC) budgeted in a grant submission. The reason for charging IDC, often times referred to as overhead, facilities and administrative costs, is to recover costs incurred in the performance of research that are not paid for directly (e.g., salaries and stipends of researchers and students, lab supplies and equipment, travel) by the grant or contract. The IDC rate at NMSU is negotiated with the federal government.

Not all sponsors, Federal and otherwise, pay the full, negotiated IDC rate. For example, the Department of Education has an IDC rate cap of 8%, significantly below the 48% on campus rate charged by NMSU. It is the policy of the Office of the Vice President for Research to allow submissions to sponsors who do not pay the full rate, including submissions to sponsors that do not pay any overhead.

In order to meet the LEADS 2025 strategic plan goal of Elevating Research and Creativity, we need resources. Typically, moneys from the State, tuition and fees, endowment income and gifts, investment income, license fees, royalties and equity, and auxiliary units have limitations that do not allow for full investment in research.

The best source of funds for research, scholarship, and creative activity is external sponsors who are able and willing to pay for full IDC. Every time, however, that NMSU accepts an external grant and contract that does not provide full IDC, we must use other funds to defray the cost of personnel (administrative, financial, maintenance, janitorial), compliance, safety, IT, utilities, library and research facilities and other. When principal investigators ask the VPR to waive IDC that a sponsor is willing and able to pay, they are asking him/her to approve use of internal resources to cover overhead costs. Internal resources that could be spent on faculty start-up, graduate



Dr. Luis Cifuentes, Vice President for Research and Dean of Graduate School

student support, required cost-sharing on grants, instrument purchases and maintenance, seed grants and bridge funding. Every IDC dollar waived is a dollar not available for the strategic needs of NMSU's research enterprise.

The bottom line is my office will not approve requests for IDC waivers, except in rare strategic cases.

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## Office of the VP for Research and Dean of the Graduate School Announces Reorganization

Effective July 1, 2019 a number of significant administrative changes will become official. Among them, Dr. Luis Vazquez, now Associate VP for Research and Graduate Studies will lead Graduate School initiatives. Ms. Alisha Giron, now Assistant VP, Research Administration, will oversee all research administration operations of the Office of the VP for Research including research proposal development and pre-award administration (Office of Research Administration Services), as well as the regulatory compliance functions involving conflicts of interest, human/animal subjects, export control, and biosafety (Office of Research Integrity & Compliance). In order to offer a wider range of support, other personnel changes within Research Administration have been made to include designating Ms. Rita Parra, Director, Pre-Award Administration, Mr. Hamid Mansouri Rad, Proposal Development Specialist, Sr., and Ms. Vicki Morgan, Administrative Assistant, Sr.



## Cowboys for Cancer Research

NMSU announces the availability of a pilot project funding opportunity for NMSU faculty and staff through the Cowboys for Cancer Research organization in Las Cruces, NM. The purpose of this grant program is to encourage development of investigator-initiated research projects involving basic, preclinical, clinical, and translational cancer research, and acquisition of specialized instrumentation supporting collaborative cancer research. Please access the full announcement [here](#).



- **Funding Amount:** Typical budgets will request \$50,000 in direct costs for a 1-year duration (Note: indirect costs/F&A are not allowed). Requests

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exceeding these amounts must obtain pre-approval from the budget contact listed below.

- **Submission Deadline:** August 31, 2019, Saturday, at 5:00 pm
- **Email Address for Submissions:** [lsras@nmsu.edu](mailto:lsras@nmsu.edu).
- **Contacts:** Jeff Arterburn ([jarterbu@nmsu.edu](mailto:jarterbu@nmsu.edu)) for scientific/technical/budget queries and progress reports; Cindy Ramirez ([cindyram@nmsu.edu](mailto:cindyram@nmsu.edu)) for administrative/submission queries.

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## PTSD Awareness

June 27 was National PTSD Awareness Day. PTSD stands for Post-Traumatic Stress Disorder. People may develop PTSD when they are exposed or witness something traumatic like war, physical violence, sexual violence, auto accidents and much more. One of the multiple responsibilities of NMSU IRB is to ensure that the Belmont Report is followed at all times. The Belmont Report is composed of three principles: respect for persons, beneficence, and justice.



- Respect for persons requires that researchers treat individuals as autonomous, that is, as having the capacity to make their own choices and that they protect persons with diminished autonomy.
- Research demonstrates beneficence when subjects are protected from harm, specifically, by maximizing possible benefits and minimizing possible harms from study participation.
- Justice refers to the equitable selection of subjects for a study without undue burden of risks or exclusion from likely benefits of a particular population.

The Revised Common Rule (RCR) emphasizes these fundamental principals in sections 45 CFR 46.116 and 45 CFR 46.117. The informed consent must begin with a concise and focused presentation of the key information that is most likely to assist a prospective participant in understanding the reasons why one might or might not want to participate in the research. This beginning portion of the consent must be organized and presented in a way that facilitates comprehension.

In this edition, we include a list of free helpful resources that the researcher can include in their IRB submission. Should the participant feel any emotional distress as a

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result of the interview or questionnaire please provide them with a list of helpful resources. National Suicide Prevention Lifeline at 1 800 273 8255. Trained crisis workers are available to talk 24 hours a day, 7 days a week. Your call is free and confidential. These centers provide crisis counseling and mental health referrals. For general information on mental health and to locate treatment services in your area contact the SAMHSA Treatment Referral Helpline Monday through Friday from 8 a.m. to 8 p.m. EST at 1 877 726 4727. The following services are available at no cost to NMSU students:

1. Campus Health Center Phone: 575-646-1512  
Email: [campus\\_health@nmsu.edu](mailto:campus_health@nmsu.edu)
2. Aggie Health and Wellness Center: 575-646-1512 <https://wellness.nmsu.edu>
3. NMSU Counseling and Educational Psychology Clinic, 575-646-5365
4. New Mexico Crisis and Access Line: 1-855-NMCRISIS (662-7474), <http://www.nmcrisisline.com>

For immediate emergencies, call 911. Please keep in mind, that the resources provided in this list are only applicable to the US. If your research is conducted outside the US, please make sure you provide the applicable helpful resources for that area. The Office of Research Integrity and Compliance and IRB are at your service. You can contact us by phone at 575-646-7177 or email at [ovpr@nmsu.edu](mailto:ovpr@nmsu.edu).

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## NSF National Resources HUB Workshop

On Friday, June 21<sup>st</sup>, Sarah MacCallum, Grants and Contracts Administrator at [RAS](#), presented at the inaugural NSF-funded [National Resources Hub for STEM Education at Hispanic-Serving Institutions](#). The goals of the Resources HUB include training principal investigators (PI) in other HSI institutions on how to prepare and submit proposals to NSF. Led by Drs. Elba Serrano and Sonya Cooper, 20 PIs from around the state attended the workshop, where Sarah discussed how to navigate the [NSF Fastlane](#), as well as reviewing key points when reading the solicitation and creating a budget. For more information about NMSU's National Resources HUB project please visit <https://hsistemhub.org> or contact Dr. Serrano at [serrano@nmsu.edu](mailto:serrano@nmsu.edu). Questions for Sarah should be directed to [smaccall@nmsu.edu](mailto:smaccall@nmsu.edu).



Sarah MacCallum, Grants and Contracts Administrator, Research Administration Services

## Save the Date: Research Administrators Roundtable – November 5, 2019

The Offices of Research Administration Services and Research Integrity and Compliance will kick off a quarterly roundtable discussion for pre-award research administrators and other support staff from throughout the NMSU system. Regular communication and collaboration are the primary goals for this initiative as we collectively embark on the mission of NMSU LEADS 2025.



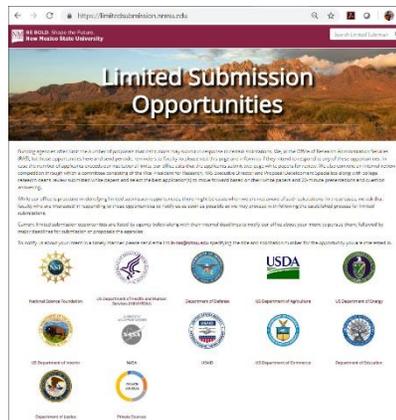
## Save the Date: Principal Investigator Training – November 7, 2019

Research Administration Services will be offering its biannual Principal Investigator Training. The training is intended to provide a high-level overview to NMSU researchers and staff involved with proposal preparation and submission, as well as award negotiation/acceptance of externally-sponsored grants and contracts.



## Limited Submission Funding Opportunities

The Office of Research Administration Services lists limited submission funding opportunities at <https://limitedsubmission.nmsu.edu>. We encourage NMSU faculty and staff to periodically visit the site and if they are interested in any of the opportunities to please inform us by sending email to [ls-ras@nmsu.edu](mailto:ls-ras@nmsu.edu). As a reminder, the site is only accessible on campus. Accessing the site using off-campus computers require first downloading and logging in through NMSU's VPN at <https://vpn.nmsu.edu>.



# GRADUATE SCHOOL

## NMSU Graduate School Reorganization

The Graduate School is excited to share some of the restructuring process it has been implementing in order to provide the best services possible to our graduate students that have made NMSU, THE UNIVERSITY OF CHOICE for their graduate education. We are engaged in a journey of transitioning to a new system of admissions, SLATE, reorganizing and providing training to provide a holistic service delivery system throughout our processes from first contact through graduation leading to a strong graduate alumni for NMSU. In order to reach this journey of delivering such services, several positions were re-structured, training provided with a vision of that has as its base a collective sense of responsibility and accountability in our efforts to create a system of success. The following positions were restructured as we charge ahead in the implementation of SLATE. Two of our Student Admissions Specialist were re-categorized to Student Program Coordinators, an existing Student Program Coordinator was re-categorized to a Student Program Coordinator Senior level, the Admissions Advisor Senior was re-categorized to a Graduate Enrollment Systems Analysts and the Administrative Assistant position was re-categorized to a Customer Service Assistant. The Associate Vice President for Research was also re-categorized to Associate Vice President for Research and Graduate Studies over seeing this process.

Part of the Graduate School Journey in implementing this new admissions process included meeting with our 68 graduate programs at NMSU. This was a great success through the facilitation, collaboration and integration efforts of Dr. Esquibel, the Assistant Dean of the Graduate School and College Administrators. The meetings were to evaluate and assess the needs that each program presented regarding their admissions processes. Dr. Denise Esquibel, Assistant Dean of the Graduate School spearheaded this enormous effort, which included the organization, scheduling and meeting with all graduate programs in gathering their criteria and requirements for admissions that served to guide the discussions regarding these processes. In almost every meeting the Graduate Program Directors/Coordinators were present, with a high percentage of their Department Heads also attending these meetings. In several instances, the Associate Deans of Academics of the College also participated in these meetings. Dr. Esquibel made sure that the graduate programs were well informed and represented throughout this process, which included strong support from the Deans of each College for full participation that resulted in



Dr. Luis Vazquez, now Associate VP for Research and Graduate Studies

a collaborative successful process. There is still work to be done in filling a couple positions, training and implementing SLATE, however the effort and collaboration to this point has been positive, collaborative and successful. We look forward to celebrating these collaborative efforts in the near future.

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## Exam Fee No Longer an Option for Non Thesis Students: Students Must be Enrolled to Take Exams

Reminder that non-thesis students must be registered for at least one credit to take final exams and for the Graduate School to process exam paperwork. The exam fee is no longer an option for non-thesis students.

Students who have a thesis or dissertation and have completed all their required hours must be registered for at least one credit to hold their defense/final exam.

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## Fees for Degree Application/Graduate Certificate

Starting Fall 2019, graduate students will be paying \$45 for a degree/certificate application, and **the late fee will be \$50**. Please note that the degree/certificate application cannot be waived, refunded or carried to a future semester.

Students who are admitted into a graduate certificate program will also utilize the degree application system online in order to apply to have the certificate awarded. The information is hosted on the commencement website from the office that handles the degree/certificate applications: <https://commencement.nmsu.edu/apply-to-graduate>



## Graduate Faculty Status Reminder

Is your Graduate Faculty status about to expire? You can check by visiting: <https://gradschool.nmsu.edu/graduate-faculty>

Steps to obtain graduate faculty status or renew membership:

- Submit vitae or resume to department head.
- Department head writes a memo outlining nominees qualifications.
- The memo and vitae/resume are routed through the dean of the College to the dean of the Graduate School and the Graduate Council sub-committee for graduate faculty.
- Approved appointments are generally 3-5 years or for the period of the student's committee.



## New Graduate Student Orientation will be held August 20<sup>th</sup>, 2019

NMSU will be welcoming new graduate students at the New Graduate Student Orientation. The orientation will provide new students information to help them through their time here at NMSU. We will be webcasting and recording this event, and will send out more information soon.



## Graduate Deadlines

Students who are planning on graduating in Summer or Fall 2019 are encouraged to visit the deadlines at: [https://gradschool.nmsu.edu/graduate\\_calendar](https://gradschool.nmsu.edu/graduate_calendar)

